

# **Parks & Public Works Department**

## **DEPARTMENT PURPOSE**

The Parks and Public Works Department (PPW) is responsible for maintaining the Town's public parks, facilities, roadways, rights-of-way, and all infrastructure. Six organizational units (the Administration, Park Services, Engineering Development Services, Engineering Program Services, Streets and Signals, and Environmental Services Programs) work in coordination to achieve the department's overarching goal of ensuring the Town's public use areas are safe, functional, and attractive. Additional departmental services that support these objectives include the Facilities Maintenance, Vehicle Maintenance, and Non-Point Source Programs. In addition to providing ongoing maintenance activities, the Parks and Public Works Department staff provides information and outreach to Town residents, businesses, and the public concerning the department's programs and activities that are available to them and projects that may affect them.

## **BUDGET OVERVIEW**

For FY 2013/14 the department has made some personnel changes to better address specific operational needs. Specifically, the Parks and Facilities Superintendent position was re-classified to a lower level management position as a cost savings measure and to better align with the duties and responsibilities. The new position, the Facilities and Environmental Programs Manager, will oversee the Facilities Maintenance and Environmental Services programs while the Park Services Program is now managed by the Maintenance Superintendent.

In addition, funding shifts were also made this fiscal year to better align staff responsibilities with funding sources and revenues. A Parks and Maintenance Worker position, in the Streets and Signals Program that was fully funded out of the Non-Point Source Program, will now be funded primarily out of the Streets and Signals Program, with partial funding from the Non-Point Source program. Additionally, a portion of the Non-Point Source fund will be allocated to the Administrative Analyst position in the Parks and Public Works Administration Program to help administer stormwater related tasks. There will be no service level impacts as a result of these funding shifts.

In the Engineering Development Services Program, the .50 FTE Building Inspector position was re-classified to an Engineering Inspector position, which created some cost savings. Additionally, .50 FTE of the Non-Point Source program fund was added to this position to create a 1.0 FTE Engineering Inspector. The position's primary responsibilities will include monitoring stormwater compliance issues and performing inspections related to private development projects. As a result of ongoing stormwater permit requirements, the department needed an inspector dedicated to permit compliance issues.

The Town began receiving increased revenues in FY 2012/13 through a recalculation of West Valley Solid Waste Management Authority (WVSWMA) fees. The department will use these revenues to offset

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personnel costs in multiple areas, including street sweeping and the household hazardous waste program. In FY 2013/14, the Town will receive an additional increase in revenue from the WWSWMA. The department will use these funds to offset staff costs related to increased management of solid waste authority issues.

Staff from the Parks and Public Works Department will continue to monitor regulations established by the Municipal Regional Stormwater Permit (MRP). This permit was adopted by the California Regional Water Quality Control Board in October 2009. The MRP, which is on a five-year permit cycle, has impacted staff by requiring additional staff time to track and monitor projects. Maintenance staff will continue to clean and monitor the trash capture devices that were installed last fiscal year. Additionally, new for this fiscal year, staff will be involved in the development and implementation of a Long Term Trash Plan, which is due to the State in February 2014. Engineering Development Services program staff, in coordination with the Community Development Department, will continue to review the new regulations to assess the long-term budget impacts associated with implementation of this permit. The current permit cycle ends on November 30, 2014. The full operational and financial impacts of the new permit are unknown at this time.

In addition to these staffing changes, the Engineering Development Services Program's public counter hours will continue to operate at limited hours: from 8:00 am to 1:00 pm Monday through Friday. These hours mirror the public counter hours offered by the Finance and Community Development Departments.

This fiscal year the department will continue to monitor and minimize personnel overtime costs. This decrease in overtime involves reducing hours for the department's "Stand-by Program," which places staff on stand-by to address unforeseen emergencies. Stand-by will be available during the heavy weather months from November through March instead of year-round. This reduction will affect the Streets and Signals, Park Services, and Facilities Maintenance Programs; however, no impact on services is expected. Parks and Public Works Management staff, Police dispatch, and on-duty Police Sergeants will ensure appropriate Town response, as needed, during the months without stand-by maintenance staff.

During this fiscal year, the department will be involved in completing various major capital improvement projects. Some projects include: the Blossom Hill Park pathway improvement project, Lark Avenue/Winchester Boulevard intersection improvements, construction improvements at the Civic Center building, Town Park Lighting project, and intersection improvements at Highway 9/University Avenue and Los Gatos Boulevard/Shannon Road. Department staff will also be involved in the design phase of the Almond Grove Neighborhood Street Improvements project.

Lastly, the Park Services Program will continue to work with residents to develop an "Adopt-a-Park" program, which will encourage local residents to adopt various beautification projects in their neighborhood parks. The purpose of the program is to assist in the management and distribution of work projects, and to solicit local service groups and businesses for financial and/or in-kind resources for park-related services.

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**ACCOMPLISHMENTS**

Core Values	Accomplishments
<p style="text-align: center;"><b><i>Quality Public Infrastructure</i></b>            Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<ul style="list-style-type: none"> <li>• Completed the Energy Efficient Lighting project, which installed over 170 energy efficient lights throughout various Town parks and Town owned parking lots.</li> <li>• Completed the Blossom Hill Road Improvements (Cherry Blossom Lane/Camino del Cerro) project in conjunction with the State's Safe Routes to School program and local schools, which included the installation of new sidewalks and bike pathways along Blossom Hill Road.</li> <li>• Completed a Town wide tree pruning project, which included the neighborhood area around Belgatos Park.</li> <li>• Completed irrigation upgrades at all Town parks and Civic Center.</li> <li>• Completed installation of trash capture devices in compliance with the Bay Area Stormwater Municipal Regional Permit.</li> </ul>
<p style="text-align: center;"><b><i>Civic Enrichment</i></b>            Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment</p>	<ul style="list-style-type: none"> <li>• Supported Town sponsored special events including 4<sup>th</sup> of July, Screen on the Green, Holiday Tree Lighting, Children's Holiday Parade and National Arbor Day event.</li> <li>• Completed the construction of the new Los Gatos Creekside Sports Park.</li> <li>• Processed approximately 500 park reservations over the last fiscal year.</li> <li>• Completed the Pageant Grounds Phase 3 Improvements project that completed the renovation of this historical Town site.</li> <li>• Completed various park safety projects, including improvements at Howe's Play Lot and Live Oak Manor parks.</li> </ul>

## PARKS & PUBLIC WORKS DEPARTMENT

### DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2009/10 Actuals	2010/11 Actuals	2011/12 Actuals	2012/13 Adopted	2012/13 Estimated	2013/14 Adopted
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ 4,352	\$ 6,783	\$ 9,713	\$ 4,040	\$ 6,018	\$ 4,040
<i>Licenses and Permits</i>	323,078	308,533	438,402	260,300	492,731	498,693
<i>Intergovernmental</i>	31,769	32,827	38,509	30,000	45,608	30,000
<i>Service Charges</i>	265,628	366,427	556,011	409,860	517,152	528,360
<i>Other Revenues</i>	259,585	170,082	303,273	313,535	294,315	309,535
<b>TOTAL REVENUES</b>	<b>\$ 884,412</b>	<b>\$ 884,652</b>	<b>\$ 1,345,908</b>	<b>\$ 1,017,735</b>	<b>\$ 1,355,824</b>	<b>\$ 1,370,628</b>
Transfers In						
<i>Transfer from MIS</i>	-	-	-	-	-	5,000
Total Transfers In	-	-	-	-	-	<b>5,000</b>
Total Revenues & Transfers In	<b>884,412</b>	<b>884,652</b>	<b>1,345,908</b>	<b>1,017,735</b>	<b>1,355,824</b>	<b>1,375,628</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 3,213,706	\$ 3,340,645	\$ 3,404,388	\$ 3,508,039	\$ 3,377,425	\$ 3,668,868
<i>Operating Expenditures</i>	1,123,510	1,087,410	1,046,828	1,139,191	1,127,962	1,169,319
<i>Fixed Assets</i>	153,948	93,382	175,624	230,000	280,551	230,000
<i>Internal Service Charges</i>	848,902	761,708	813,325	798,009	791,169	831,241
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,340,066</b>	<b>\$ 5,283,145</b>	<b>\$ 5,440,165</b>	<b>\$ 5,675,239</b>	<b>\$ 5,577,107</b>	<b>\$ 5,899,428</b>

	2009/10 Actuals	2010/11 Actuals	2011/12 Actuals	2012/13 Adopted	2012/13 Estimated	2013/14 Adopted
<b>PROGRAM</b>						
<i>Administration</i>	\$ 260,813	\$ 248,423	\$ 235,284	\$ 273,844	\$ 252,906	\$ 281,773
<i>Engineering Prog Svcs</i>	688,241	676,311	806,250	844,964	824,993	865,209
<i>Engineering Dev Svcs</i>	674,246	637,226	609,870	608,428	658,011	629,549
<i>Park Services</i>	1,532,274	1,672,635	1,648,261	1,524,715	1,486,826	1,575,917
<i>Environmental Services</i>	202,880	177,337	158,733	236,531	219,443	297,096
<i>Streets Signals &amp; Sidewalks</i>	1,762,184	1,671,062	1,795,141	1,906,757	1,795,835	1,969,884
<i>Property Damage</i>	89,996	108,669	11,002	50,000	58,542	50,000
<i>Pass Through</i>	129,432	91,482	175,624	230,000	280,551	230,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,340,066</b>	<b>\$ 5,283,145</b>	<b>\$ 5,440,165</b>	<b>\$ 5,675,239</b>	<b>\$ 5,577,107</b>	<b>\$ 5,899,428</b>

*The above totals reflect General Fund programs. Additional Parks and Public Works programs are reflected in separate Special Revenue and Internal Service Funds following the General Fund portion of this section. Staffing assignments to the Capital Program and Redevelopment Agency are reflected outside of the department's budget.*

# PARKS & PUBLIC WORKS DEPARTMENT

## DEPARTMENT STAFFING

### Full Time Equivalent (FTE)

<i>General Fund</i>	Authorized Positions	2009/10 Funded	2010/11 Funded	2011/12 Funded	2012/13 Funded	2013/14 Funded
Parks & Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Asst PPW Dir/Town Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Superintendent	0.80	0.70	1.50	1.50	1.30	0.80
Facilities & Environmental Services Mgr	0.50	-	-	-	-	0.50
PPW Supervisor	-	1.00	-	-	-	-
Administrative Analyst	0.75	1.00	1.00	1.00	1.00	0.75
Executive Assistant	1.00	-	-	-	1.00	1.00
Administrative Specialist	-	1.00	1.00	1.00	-	-
Administrative Assistant	1.80	-	-	-	1.80	1.80
Administrative Secretary	-	1.80	0.80	0.80	-	-
Secretary III	-	-	1.00	1.00	-	-
Environmental Service Coordinator	0.50	-	-	0.50	0.50	0.50
Associate Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00
Assistant Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00
Sr Engineering Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Inspector	0.50	2.00	-	-	-	0.50
Building Inspector	-	-	0.50	0.50	0.50	-
Parks Service Officer	1.00	1.00	1.00	1.00	1.00	1.00
Town Arborist	1.00	1.00	1.00	1.00	1.00	1.00
Tree Trimmer/High Climber	1.00	1.00	1.00	-	1.00	1.00
Lead Parks & Maint. Worker	2.00	2.00	2.00	2.00	2.00	2.00
Sweeper Operator	0.75	-	-	-	-	0.75
Parks & Maintenance Worker	7.00	9.00	8.00	8.00	7.00	7.00
<b>Total General Fund FTEs</b>	<b>26.60</b>	<b>29.50</b>	<b>26.80</b>	<b>26.30</b>	<b>26.10</b>	<b>26.60</b>

### NON-General Fund FTEs (in Parks & Public Works Department programs unless otherwise noted)

<i>Non-Point Source</i>						
Sweeper Operator	0.25	1.00	1.00	1.00	1.00	0.25
Engineering Inspector	0.50	-	-	-	-	0.50
Administrative Analyst	0.25	-	-	-	-	0.25
<b>Total Non-Point Source FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<i>Vehicle Maintenance</i>						
Superintendent	0.20	0.30	0.30	0.30	0.30	0.20
Administrative Assistant	0.20	-	-	-	0.20	0.20
Administrative Secretary	-	0.20	0.20	0.20	-	-
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Apprentice Mechanic	-	1.00	-	-	-	-
<b>Total Vehicle Maint. FTEs</b>	<b>1.40</b>	<b>2.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.40</b>

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**DEPARTMENT STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
<b><i>Facilities Maintenance</i></b>						
Superintendent	-	-	0.20	0.20	0.40	-
Facilities & Environmental Services Mgr	0.50	-	-	-	-	0.50
PPW Manager	-	1.00	-	-	-	-
Lead Parks & Maint. Worker	1.00	-	1.00	1.00	1.00	1.00
Parks & Maintenance Worker	1.00	-	-	1.00	1.00	1.00
Facility Technician	-	1.00	1.00	-	-	-
<b>Total Facilities Maint. FTEs</b>	<b>2.50</b>	<b>2.00</b>	<b>2.20</b>	<b>2.20</b>	<b>2.40</b>	<b>2.50</b>
<b><i>CIP Library Project (FTEs located in Capital Improvement Program under Fund 400)</i></b>						
PPW Manager	-	-	<b>1.00</b>	<b>1.00</b>	-	-
<b>Total CIP Project FTEs</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>
<b>Total PPW Department FTE's</b>	<b>31.50</b>	<b>35.00</b>	<b>32.50</b>	<b>32.00</b>	<b>31.00</b>	<b>31.50</b>
<b><i>Temporary Staff Hours</i></b>						
Office Clerk		368	1,000	1,000	1,000	-
Office Assistant						1,000
Park Service Officer		1,000	1,000	1,000	1,000	1,000
Maintenance Assistant		5,412	5,412	6,791	6,791	6,791
<b>Total Annual Hours</b>		<b>6,780</b>	<b>7,412</b>	<b>8,791</b>	<b>8,791</b>	<b>8,791</b>

# **Parks & Public Works Department**

## **PARKS & PUBLIC WORKS ADMINISTRATION PROGRAM 5101**

### **PROGRAM PURPOSE**

The Administration Program supports the delivery of services throughout the department. Its primary responsibilities include managing and coordinating the efforts of the department's programs, which includes organizing meetings with citizens, contractors, and agencies; preparing and developing budget documents; administering the traffic calming program; processing and managing grants; and preparing reports to the Town Council, commissions, and Town Manager.

### **BUDGET OVERVIEW**

The FY 2013/14 Administration Program budget shows minimal changes, with a slight increase to salaries and benefits resulting from an increase in benefit costs. The 1.0 FTE Executive Assistant position vacancy was filled during FY 2012/13. The administrative positions are now fully staffed, which has helped with the day-to-day operations and management of the department. The department will continue to use part-time clerical support to manage the workload demands in the Vehicle Maintenance and Engineering Development Services Programs.

Staff will continue to manage the complex federal and state grant fund documentation and reimbursement processes, and conduct customer service surveys of each programs' customers (e.g. permit applicants, park reservation users, etc.) to measure customers' satisfaction. Staff from this program also supports the administrative management and oversight of the Municipal Regional Stormwater Permit (MRP), along with assistance from Community Development Department staff. A portion of the Administrative Analyst's position is now funded through the Non-Point Source fund to offset personnel costs to this program's budget.

In FY 2013/14, the department will implement a new enhanced online parks reservation system that will improve the customers' user experience and better assist staff with the management of park reservations. The new system will allow for more advanced program applications, such as report and data analysis management tools. The Administration Program staff will continue to manage the online parks reservation system.

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**Administration**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 204,996	\$ 189,976	\$ 178,083	\$ 205,910	\$ 187,464	\$ 215,948
<i>Operating Expenditures</i>	11,793	16,117	12,974	23,480	21,683	23,480
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	44,024	42,330	44,227	44,454	43,759	42,345
<b>TOTAL EXPENDITURES</b>	<b>\$ 260,813</b>	<b>\$ 248,423</b>	<b>\$ 235,284</b>	<b>\$ 273,844</b>	<b>\$ 252,906</b>	<b>\$ 281,773</b>

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>Key Projects</b>
<b><i>Good Governance</i></b> Ensure responsive, accountable, and collaborative government	<b><i>Park Reservation System Replacement</i></b> Staff will upgrade to a new online parks reservation system that will allow for more management customization options and improve the customers' reservation experience. The new system will allow staff to process reservations more efficiently as well. It is anticipated that 90% of the 520 expected reservations in the coming year will be completed online.
	<b><i>Customer Service Efficiency</i></b> Administration Program staff will focus on evaluating processes, procedures, and systems to obtain input and feedback from customers to continuously improve the delivery of service to both internal and external customers.



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**Administration**

**KEY PROGRAM SERVICES**

- Provides walk-in and telephone customer service for departmental programs and services
- Provides internal clerical and program support for departmental services
- Oversees regulatory and project operations
- Manages the department's budget
- Pursues grant funding to enable the Town to implement key projects
- Prepares and tracks construction and maintenance contracts
- Facilitates neighborhood meetings to discuss concerns related to traffic calming, street improvements, and other parks and public works-related issues
- Provides staff support to the Parks Commission and Transportation and Parking Commission and assists in coordination of commission-sponsored projects
- Provides support for Town-wide committees having mutual project interests, such as Community Unity projects, Town-wide Health & Safety Committee, Bicycle Advisory Committee, Town Outreach Team, and Los Gatos Town Employees Foundation
- Administers the processing of permits and Town park reservations
- Oversees department employee training and safety programs

**PPW ADMINISTRATION PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
Parks & Public Works Director	0.40	0.40	0.40	0.40	0.40	0.40
Administrative Analyst	0.30	0.25	0.25	0.25	0.25	0.30
Executive Assistant	0.25	-	-	-	0.25	0.25
Administrative Specialist	-	0.25	0.25	0.25	-	-
Public Works Specialist	-	-	-	-	-	-
Administrative Assistant	0.50	-	-	-	0.50	0.50
Administrative Secretary		0.50	0.10	0.10		
Secretary III		-	0.40	0.40		
<b>TOTAL PROGRAM FTE's</b>	<b>1.45</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.45</b>

<i>Temporary Staff Hours</i>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
Office Clerk	368	650	650	650	-
Office Assistant	-	-	-	-	650
<b>TOTAL ANNUAL HOURS</b>	<b>368</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>650</b>



# **Parks & Public Works Department**

## **ENGINEERING PROGRAM SERVICES PROGRAM 5201**

### **PROGRAM PURPOSE**

The Engineering Program Services Program provides oversight for Town engineering activities not related to private development. This includes the design, construction management, and administration of the Capital Improvement Program (CIP) to improve the Town's public infrastructure (such as streets, sidewalks, storm drains, parks, retaining walls, buildings, and signalized intersections) with an emphasis on delivering capital projects within their planned schedules and approved budgets. Engineering operations also effectively manage town-wide and neighborhood traffic issues such as the Town's traffic calming policy, engineering inspection services to ensure the Town's project contractors are meeting contract standards and requirements, development of GIS data to manage Town infrastructure, right-of-way and property boundary issues, and the administration of the asset management and workload tracking software.

### **BUDGET OVERVIEW**

Engineering Program Services provides non-fee-related engineering services and activities. Budgeted staffing supports engineering design, review, and construction oversight of the Town's CIP projects and inspection activities to ensure that construction is built as approved. The Engineering Program Services staff oversees grant fund applications and reimbursements, public information meetings and notifications and traffic calming requests. Additionally, traffic engineering management for traffic control, signalization, daily operations, and joint agency coordination of shared intersections and roadways are funded in this program.

For FY 2013/14, staff will manage the design and construction of several key projects including intersection improvements at Lark Avenue/Winchester Boulevard and the Almond Grove Neighborhood Street Improvements project. Key roadway projects this fiscal year include completion of improvements at Winchester Boulevard/Knowles Avenue and the Highway 9/University Avenue intersections, as well as improvements at the Los Gatos Boulevard/Shannon Road intersection.

In addition, Engineering Program Services will continue the practice of partially funding its Assistant Civil Engineer and Senior Engineering Inspector positions from capital projects as appropriate. This

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**Engineering Program Services**

reallocation will shift 1.0 FTE in funding (approximately \$100,000) of both positions to the Town's CIP budget. This funding approach is consistent with that of other governments with similar classifications. The positions will be funded through reimbursements from the General Fund Appropriated Reserves (GFAR) to the General Fund for work performed on Town CIP projects. It is anticipated that various capital projects, including grants, will provide the resources required for this funding shift. This reallocation will allow for increased program support as the CIP grows in the future.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	5,000
Total Transfers In	-	-	-	-	-	<b>5,000</b>
Total Revenues & Transfers In	-	-	-	-	-	<b>5,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 604,510	\$ 594,670	\$ 716,331	\$ 759,995	\$ 744,387	\$ 776,783
<i>Operating Expenditures</i>	12,116	11,884	13,298	19,100	15,882	24,100
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	71,615	69,757	76,621	65,869	64,724	64,326
<b>TOTAL EXPENDITURES</b>	<b>\$ 688,241</b>	<b>\$ 676,311</b>	<b>\$ 806,250</b>	<b>\$ 844,964</b>	<b>\$ 824,993</b>	<b>\$ 865,209</b>

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**Engineering Program Services**

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>KEY PROJECTS</b>
<b><i>Community Character</i></b> Preserve and enhance the appearance character and environment quality of the community	<b><i>Almond Grove Street Rehabilitation Project</i></b> The program staff will work on the design, community outreach and scoping of this project. When completed, this project will rehabilitate streets and sidewalks in this historic Town neighborhood. Because of the scale and cost, this project will be completed in multiple phases.
	<b><i>Winchester Boulevard/Lark Avenue Intersection Improvements</i></b> The program staff will provide technical assistance with the design and construction of this project. One of the intersection improvements included in this project is a new traffic signal system. When completed, this project will improve the overall traffic flow on Lark Avenue.
<b><i>Quality Public Infrastructure</i></b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<b><i>Capital Improvement Program Projects</i></b> The program staff will continue to work on the design and construction of currently programmed capital projects and the preparation of construction documents for future capital projects. Due to capacity issues and project funding, staff will prioritize projects in the five-year Capital Improvement Program (CIP). Program staff will pursue grant opportunities where applicable for capital projects. Some planned CIP projects include: Highway 9 and University Avenue intersection improvements, Hillside Road Repair and Resurfacing on Kennedy Road, Winchester Boulevard and Knowles intersection improvements, and downtown parking lots coat and seal project. Additionally, program staff will continue to work on the Town's annual street resurfacing, curb, gutter and sidewalk replacement, and retaining wall replacement projects.

**KEY PROGRAM SERVICES**

**Capital Improvement Projects**

- Provides plans, specifications, estimates, right-of-way plans, and property descriptions for Town projects; coordinates consultants; and administers contracts
- Designs and administers projects for the annual Capital Improvement Program, including street re-surfacing and curb, gutter, and sidewalk improvement analysis

**Traffic Engineering**

- Performs traffic engineering analysis
- Manages neighborhood traffic concerns and requests, including the traffic calming program

**Community Information**

- Provides assistance to the public regarding engineering services

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**Engineering Program Services**

**ENGINEERING PROGRAM SERVICES STAFFING**

**Full Time Equivalent (FTE)**

<i>Town Staff</i>	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
Asst PPW Dir/Town Engineer	0.80	0.82	0.80	0.80	0.80	0.80
Administrative Analyst	0.15	0.25	0.25	0.25	0.25	0.15
Executive Assistant	0.20	-	-	-	0.20	0.20
Administrative Specialist	-	0.20	0.20	0.20	-	-
Administrative Assistant	0.50	-	-	-	0.50	0.50
Administrative Secretary	-	0.50	-	-	-	-
Secretary III	-	-	0.50	0.50	-	-
Associate Civil Engineer	1.60	1.33	1.30	1.60	1.60	1.60
Assistant Civil Engineer	0.20	0.20	0.20	0.20	0.20	0.20
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Engineering Inspector	0.70	0.85	0.85	0.70	0.70	0.70
Engineering Inspector	0.15	0.20	-	-	-	0.15
Building Inspector	-	-	0.50	0.15	0.15	-
<b>TOTAL PROGRAM FTEs</b>	<b>5.30</b>	<b>5.35</b>	<b>5.60</b>	<b>5.40</b>	<b>5.40</b>	<b>5.30</b>

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>To effectively manage neighborhood traffic consistent with the Town's traffic calming policy.</i>					
a. Percentage of residential households approving the final traffic calming proposal developed by Town staff (67% approval required):	80%	71%	81%	90%	67%

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Number of traffic calming requests received:	3	2	1	3	2
2. Number of traffic calming projects:	3	2	2	2	1
3. Number of traffic calming projects closed:	1	2	2	1	1
4. Number of CIP projects completed:	N/A	10	10	15	15
5. Percentage of CIP projects completed within budget:	N/A	100%	100%	100%	100%
6. Percentage of CIP projects completed within schedule:	N/A	100%	100%	100%	100%

# **Parks & Public Works Department**

## **ENGINEERING DEVELOPMENT SERVICES PROGRAM 5202**

### **PROGRAM PURPOSE**

The Engineering Development Services Program, in coordination with the Community Development Department, provides services for private development projects to ensure that development projects are processed and constructed in accordance with Town standards. Engineering functions include reviewing plans and specifications, and inspection services for grading, drainage, and issues of encroachment in the public right-of-way. The goal of this program is to recover engineering staff costs and expenditures related to private development oversight.

### **BUDGET OVERVIEW**

There are several major development projects that are anticipated to occur in FY 2013/14, which will augment revenues, and thereby reduce personnel expenses to the program's budget. This is achieved by charging staff work to development projects as appropriate. If additional engineering review work is needed on a project, this request would be addressed through developer fees via a pass-through account using temporary employee or contractual services.

In FY 2013/14, this program will gain a 1.0 FTE Engineering Inspector position, as a result of combining a half-time Building Inspector position and .50 FTE revenues from the Non-Point Source Program. This position will primarily monitor stormwater compliance issues and perform inspections related to private development construction projects. This position was created in order to complete tasks related to the stormwater permit and monitor private development projects.

The Engineering Development Services Program's public counter hours will continue to operate at limited hours: from 8:00 am to 1:00 pm Monday through Friday. These hours mirror the public counter hours offered by the Finance and Community Development Departments. In addition, the program has utilized flex-hour work schedules to reduce overtime pay and to effectively manage the community's service demands.

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**Engineering Development Services**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	151,878	113,125	215,421	106,800	118,300	124,800
<i>Intergovernmental</i>	2,981	2,746	-	-	891	-
<i>Service Charges</i>	247,081	350,204	543,530	393,000	493,977	490,000
<i>Other Revenues</i>	13,357	-	521	-	370	-
<b>TOTAL REVENUES</b>	<b>\$ 415,297</b>	<b>\$ 466,075</b>	<b>\$ 759,472</b>	<b>\$ 499,800</b>	<b>\$ 613,538</b>	<b>\$ 614,800</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 524,185	\$ 541,765	\$ 521,512	\$ 512,064	\$ 559,709	\$ 527,911
<i>Operating Expenditures</i>	54,762	13,995	11,572	13,800	15,280	13,800
<i>Fixed Assets</i>	8,962	1,900	-	-	-	-
<i>Internal Service Charges</i>	86,337	79,566	76,786	82,564	83,022	87,838
<b>TOTAL EXPENDITURES</b>	<b>\$ 674,246</b>	<b>\$ 637,226</b>	<b>\$ 609,870</b>	<b>\$ 608,428</b>	<b>\$ 658,011</b>	<b>\$ 629,549</b>



**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Engineering Development Services**

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>KEY PROJECTS</b>
<b><i>Good Governance</i></b> Ensure responsive, accountable and collaborate government	<b><i>Development Projects</i></b> The Development Team (Community Development, Parks & Public Works, Fire and the Police Department) will continue to work on several key private development projects in Los Gatos. These projects include: development of the North 40 site and redevelopment of the Albright site. Staff will work collaboratively with residents and private developers through the development process so that these projects are in compliance with Town regulations. There will also be an increased staff role in the monitoring of development projects for their compliance with the new stormwater permit.
<b><i>Quality Public Infrastructure</i></b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<b><i>Grading Ordinance</i></b> The Development Team (Community Development, Parks & Public Works, Fire and the Police Department) has continued to work on the development of the new grading ordinance, as staffs' workloads have permitted. This issue is tentatively scheduled for Town Council review in early 2014. This new grading ordinance provides guidelines that will be aligned with the hillside development guidelines the Town has adopted. In addition, the new ordinance will provide criteria that are compatible with the development projects that are being built in Town now, as the current ordinance is outdated.

**KEY PROGRAM SERVICES**

**Development Projects**

- Reviews development applications for compliance with Town grading and engineering standards
- Reviews plans and approves final maps (tracts) and parcel maps as required by state law
- Conducts inspections of work within public right-of-way through the encroachment permit process

**Traffic Engineering**

- Performs traffic engineering analysis for proposed development projects

**Community Information**

- Provides assistance to the public regarding right-of-way issues

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Engineering Development Services**

**ENGINEERING DEVELOPMENT SERVICES STAFFING**

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Asst PPW Dir/Town Engineer	0.20	0.18	0.20	0.20	0.20	0.20
Executive Assistant	0.05	-	-	-	0.05	0.05
Administrative Specialist	-	0.05	0.05	0.05	-	-
Administrative Assistant	0.10	-	-	-	0.10	0.10
Administrative Secretary	-	0.10	-	-	-	-
Secretary III	-	-	0.10	0.10	-	-
Associate Civil Engineer	1.40	1.67	1.70	1.40	1.40	1.40
Assistant Civil Engineer	0.80	0.80	0.80	0.80	0.80	0.80
Sr. Engineering Inspector	0.30	0.15	0.15	0.30	0.30	0.30
Engineering Inspector	0.35	0.80	-	-	-	0.35
Building Inspector	-	-	-	0.35	0.35	-
<b>TOTAL PROGRAM FTEs</b>	<b>3.40</b>	<b>3.95</b>	<b>3.20</b>	<b>3.40</b>	<b>3.40</b>	<b>3.40</b>

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**Engineering Development Services**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>To provide an effective and efficient encroachment and grading/improvement permit approval process:</i>					
a. Percentage of conventional encroachment permits that are processed by Engineering staff within 5 business days:	<i>Data Not Available</i>	90%	90%	90%	90%
b. Percentage of conventional grading/improvement permits that are reviewed by Engineering staff within 10 business days*:	<i>Data Not Available</i>	<i>Data Not Available</i>	90%	90%	90%
<i>*Due to multiple variables, the review process can vary.</i>					

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Number of grading permits processed:	15	21	20	23	28
2. Number of encroachment permits processed:	200	213	220	280	300



# **Parks & Public Works Department**

## **PARK SERVICES PROGRAM 5301**

### **PROGRAM PURPOSE**

The Park Services Program provides maintenance of the Town's parks, trails, open spaces, facility grounds, median islands, roadside banks, parking lot landscaping, downtown planters, and the urban forest. In addition, Park Services staff maintains recreational areas for residents and visitors, beautifies the cityscape, and takes care of functional public areas throughout the community. Additional services include administering park use fees and reservations, providing code enforcement in the Town's parks and open space areas, managing the pesticide use program, and ensuring the safety of parks' playground equipment.

### **BUDGET OVERVIEW**

In FY 2013/14, certain park maintenance services will continue to be contracted out as a strategy to minimize operational expenses and focus internal resources on higher priority projects. The contractual services include turf mowing, tree trimming, median island maintenance, and weed abatement services. Outsourcing these services will decrease personnel costs with minimal impact on public service. This outsourcing model was successfully implemented over the last two fiscal years and has had no impact on service delivery to residents.

As part of the overall maintenance of Town parks, structural tree trimming will occur at several parks including La Rinconada, Live Oak Manor, Bachman and Blossom Hill parks. Additionally, the Parks Services Program will replace fibar material at multiple Town park playgrounds. This annual capital project will ensure a proper safe landing surface for children who use the parks' playground equipment. There are several other park related capital improvement projects planned for FY 2013/14, including the Blossom Hill Park Pathway project and parks restroom update project.

The Park Services Program will also continue the cost-saving strategy by limiting the use of program staff overtime. This decrease in overtime involves the reduction of the after-hours "Stand-by Program." Stand-by will be available during the months of November through March, in lieu of year-round.

As one of the department's strategic planning initiatives, Park Services Program staff will continue to

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**Park Services**

combine resources with Streets and Signals Program staff to complete several large in-house maintenance projects. Because the Maintenance Superintendent now oversees the Park Services Program staff, combined projects will be more efficient to manage. Some examples of combined large-scale maintenance projects include brush removal, median maintenance, paving, and graffiti abatement that were previously unachievable by either program independently.

Last fiscal year, the Creekside Sports Park facility was completed. Pageant Grounds was also re-opened, after being closed during the construction of the Town Library. The opening of these new facilities has resulted in increased costs for park maintenance operations, as well as additional responsibilities for program staff. Additional maintenance costs include field painting for the Creekside Sports Park, and new landscape management costs for Pageant Grounds. These costs have been added to this program's budget this fiscal year.

The new online parks reservation system, which will be implemented in FY 2013/14, will provide a more customer service friendly experience for users making Town park reservations. Additionally, Park Services staff will continue to work with neighborhood residents to develop an "Adopt-a-Park" program. This program will encourage local residents to adopt various beautification projects in their neighborhood parks. Lastly, program staff will be involved in the implementation of the Long Term Trash Plan, which is a requirement of the stormwater permit.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ 4,352	\$ 6,783	\$ 9,713	\$ 4,040	\$ 6,018	\$ 4,040
<i>Licenses and Permits</i>	170,464	194,637	222,063	153,500	153,500	153,500
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	13,469	12,928	10,493	16,200	16,800	36,200
<i>Other Revenues</i>	10,457	22,658	14,694	13,535	11,389	9,535
<b>TOTAL REVENUES</b>	<b>\$ 198,742</b>	<b>\$ 237,006</b>	<b>\$ 256,963</b>	<b>\$ 187,275</b>	<b>\$ 187,707</b>	<b>\$ 203,275</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 899,408	\$ 1,074,898	\$ 1,047,400	\$ 1,020,755	\$ 957,754	\$ 1,033,200
<i>Operating Expenditures</i>	347,742	363,394	383,599	347,850	375,367	370,250
<i>Fixed Assets</i>	15,554	-	-	-	-	-
<i>Internal Service Charges</i>	269,570	234,343	217,262	156,110	153,705	172,467
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,532,274</b>	<b>\$ 1,672,635</b>	<b>\$ 1,648,261</b>	<b>\$ 1,524,715</b>	<b>\$ 1,486,826</b>	<b>\$ 1,575,917</b>

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**Park Services**

**FY 2013/14 KEY PROJECTS**

Core Values	KEY PROJECTS
<b><i>Quality Public Infrastructure</i></b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<b><i>Park Upgrades and Improvements</i></b>
	Park Services staff will complete several park improvement projects, with partial funding from grants, as approved in the Capital Improvement Program budget. These projects include pathway improvements at Blossom Hill Park, park restroom upgrades at Oak Meadow, Blossom Hill and Belgatos parks, as well as new outdoor lighting at Howe's Play Lot, Live Oak Manor and Blossom Hill parks. These projects will enhance the facilities at these park facilities.
	<b><i>Open Space Trail Upgrades</i></b>
	Park Services staff will rehabilitate Heinz and Santa Rosa Open Space areas to improve the trail infrastructure. These two preserves are under the Town's jurisdiction. These projects will rebuild retaining walls along the trails and improve the drainage along the trail to prevent future erosion.
	<b><i>Tree Trimming at Various Town Parks</i></b>
	Park Services staff will coordinate with its contractual services vendor to prune trees at various Town parks including La Rinconada, Live Oak Manor and Blossom Hill parks. This project will improve the overall structure of existing trees and assist with identification of deceased or failing trees that need to be removed.
<b><i>Civic Enrichment</i></b> Foster opportunities for citizen involvement, and cultural, recreational and individual enrichment systems, and other public infrastructure	<b><i>Parks Master Plan</i></b>
	Parks Services staff will work in conjunction with an outside consultant on the development of a Town-wide Parks Master Plan document. This plan will define the elements of the current park system, identify any deficiencies and the associated costs to remediate them, and outline potential funding mechanisms that would allow the Town to address future service goals. This document will serve as a basis for future development of park impact fees or other funding mechanisms. One portion of this project will be a community survey to determine the satisfaction level for the current parks inventory and create a list of future amenities that might be desired.
	<b><i>Friends of the Park</i></b>
	The Parks Services staff will work collaboratively with the community to help establish a non-profit, "Friends of the Park" organization. The purpose of the group will be to assist in the management and distribution of work projects and solicit local service groups and businesses for financial and/or in-kind resources for park-related services.

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**Park Services**

**KEY PROGRAM SERVICES**

**Maintenance Services**

- Maintains 62 public sites, including 75.3 acres of landscaped parks located in 15 Town parks; 12.09 miles of trails and pathways; 246 acres of open space located in 3 open space areas; 19.15 acres of landscaping for medians, roadside banks, triangles, and 9 community parking lots; 33 downtown streetscape planters; and grounds maintenance for 5 Town-owned public buildings with 6.81 acres of landscaped area
- Maintains trees and plants in all parks, on all median islands, along all streets, and on public property, including State Route 9, per agreement with Caltrans
- Conducts ongoing maintenance and improvement projects, as needed, to ensure parks and trails equipment and facilities are functional and in safe operating condition
- Maintains the downtown holiday tree lights
- Coordinates the tree removal permit process to protect trees and manage tree inspection services
- Oversees contract services for six Landscaping and Lighting Assessment Districts
- Supervises the state Department of Corrections Work Furlough Program for clean-up projects

**Park Use Fees and Reservation System**

- Manages the online park reservation system and user fee process
- Provides code enforcement in the Town's parks system

**Volunteer Projects**

- Manages the downtown Adopt-a-Planter program
- Coordinates volunteers (individuals and groups) who maintain or construct park-related projects, including parks and trails system improvements and debris removal

**Special Events**

- Provides support services for Town-sponsored and co-sponsored events, in particular Music in the Park, 4<sup>th</sup> of July, Screen on the Green, the holiday tree lighting ceremony in Town Plaza Park, and the Children's Holiday Parade
- Provides services for non-Town sponsored events on a cost-recovery basis, for events such as Fiesta de Artes and the Shakespeare Festival



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**Park Services**

**PARK SERVICES PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Superintendent	0.40	-	0.80	0.80	0.50	0.40
PPW Supervisor	-	1.00	-	-	-	-
Facilities & Environmental Services Mgr	0.10	-	-	-	-	0.10
Administrative Analyst	0.15	0.25	0.25	0.25	0.25	0.15
Executive Assistant	0.25	-	-	-	0.25	0.25
Administrative Specialist	-	0.25	0.25	0.25	-	-
Administrative Assistant	0.40	-	-	-	0.40	0.40
Administrative Secretary	-	0.40	0.40	0.40	-	-
Parks Service Officer	1.00	1.00	1.00	1.00	1.00	1.00
Town Arborist	-	-	-	-	-	-
Tree Trimmer/High Climber	1.00	-	1.00	-	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00	1.00
Parks & Maint Worker	3.00	5.00	4.00	4.00	3.00	3.00
<b>TOTAL PROGRAM FTE's</b>	<b>7.50</b>	<b>9.10</b>	<b>8.90</b>	<b>7.90</b>	<b>7.60</b>	<b>7.50</b>

<i>Temporary Staff Hours</i>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
Parks Service Officer	1,000	1,000	1,000	1,000	1,000
Maintenance Assistant	4,584	4,584	5,963	5,963	5,963
<b>TOTAL ANNUAL HOURS</b>	<b>5,584</b>	<b>5,584</b>	<b>6,963</b>	<b>6,963</b>	<b>6,963</b>

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**Park Services**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>To ensure the park's playground equipment is functional and in safe operating condition.</i>					
a. Percentage of parks with playground equipment receiving weekly safety inspections:	90%	90%	70%	90%	90%
2. <i>To ensure the Town's park and trails facilities are well maintained and functional.</i>					
a. Percentage of residents satisfied with the Town's efforts to maintain parks:	N/A	N/A	N/A	N/A	N/A
b. Percentage of residents satisfied with the Town's efforts to maintain Town trails:	N/A	N/A	N/A	N/A	N/A
c. Percentage of residents rating the appearance of Town parks as good or excellent:	N/A	N/A	N/A	N/A	N/A

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Total number of acres of Town parks, open space, and median islands maintained*:	348.2	348.2	348.2	350.9	350.9
2. Total miles of parks and open space trails maintained:	14.9	14.9	14.9	14.9	14.9
3. Total number of park reservations issued annually:	465	458	450	500	520
4. Total number of special use permits for parks issued annually:	33	35	40	67	70
5. Total number of parks service requests within Town parks received and completed:	35	20	20	28	40

*\*This increase is due to the Creekside Sports Park facility.*

# **Parks & Public Works Department**

## **ENVIRONMENTAL SERVICES PROGRAM 5302**

### **PROGRAM PURPOSE**

The purpose of the Environmental Services Program is to encourage and promote initiatives that will reduce harmful impacts on the environment. Through a multi-faceted approach, the program maximizes diversion from landfills in order to protect public health and safety and the environment, and promotes programs to encourage a sustainable future. Staff works to encourage:

- 1) Sustainability initiatives to reduce harmful impacts on the environment
- 2) Conservation of natural resources
- 3) Source reduction, to reduce the generation of wastes
- 4) Recycling and composting of materials
- 5) Transformation of wastes, such as waste-to-energy processes
- 6) Landfilling, as a last resort, for management of remaining materials

As required by the California Integrated Waste Management Act of 1989 (AB 939), the Town must divert a minimum of 50% of its waste from the landfill. In 2011, the California Integrated Waste Management Act (AB 341) was approved that establishes a statewide diversion goal of 75%, and also requires several solid waste disposal policies. Staff manages compliance with AB 939 and AB 341 requirements, monitors and evaluates existing waste collection and recycling programs, and recommends new programs to meet diversion objectives. Staff also actively participates in the West Valley Solid Waste Management Authority, the local joint powers authority for managing the solid waste vendor contracts.

The fund balance of the former Solid Waste Management Fund was transferred to the General Fund as the Conservation, Recycling, and Sustainability Program in FY 2008/09. These funds have been designated for the purpose of implementing environmental initiatives to support a sustainable future.

### **BUDGET OVERVIEW**

The Facilities and Environmental Programs Manager position, which was created in FY 2012/13 through the reclassification of a Parks and Facilities Superintendent position, will oversee the management of this program. Key programs within the Environmental Services Program include working collaboratively with the Community Development Department and Town Manager's Office to implement a

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**Environmental Services**

Sustainability Action Plan. The program will also continue to look for opportunities to obtain grant funding for energy and water efficiency initiatives for Town operations.

Town staff will continue to assist with the West Valley Solid Waste Management Authority (WVSWMA) and Household Hazardous Waste Program with a goal of increasing waste diversion and minimization. The Joint Powers Authority approved new solid waste administrative related fees in FY 2013/14. The revenue fees collected from the authority are being used to offset department staff's personnel expenses related to the management of the Household Hazardous Waste Program, street sweeping, and contract administration for the solid waste management authority.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	84,494	84,494
<i>Intergovernmental</i>	28,788	30,081	38,509	30,000	44,717	30,000
<i>Service Charges</i>	103	658	787	660	-	660
<i>Other Revenues</i>	20,000	-	-	20,000	1,000	20,000
<b>TOTAL REVENUES</b>	<b>\$ 48,891</b>	<b>\$ 30,739</b>	<b>\$ 39,296</b>	<b>\$ 50,660</b>	<b>\$ 130,211</b>	<b>\$ 135,154</b>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
Total Revenues & Transfers In	<b>48,891</b>	<b>30,739</b>	<b>39,296</b>	<b>50,660</b>	<b>130,211</b>	<b>135,154</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 94,520	\$ 69,856	\$ 51,261	\$ 66,737	\$ 51,248	\$ 125,331
<i>Operating Expenditures</i>	103,795	104,144	105,126	166,761	165,475	166,760
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	4,565	3,337	2,346	3,033	2,720	5,005
<b>TOTAL EXPENDITURES</b>	<b>\$ 202,880</b>	<b>\$ 177,337</b>	<b>\$ 158,733</b>	<b>\$ 236,531</b>	<b>\$ 219,443</b>	<b>\$ 297,096</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	<b>202,880</b>	<b>177,337</b>	<b>158,733</b>	<b>236,531</b>	<b>219,443</b>	<b>297,096</b>

**∞ PARKS AND PUBLIC WORKS DEPARTMENT ∞**  
**Environmental Services**

**FY 2013/14 KEY PROJECTS**

Core Values	KEY PROJECTS
<p><b><i>Community Character</i></b>            Preserve and enhance the appearance, character, and environmental quality of the community</p>	<p style="text-align: center;"><b><i>Collection Services</i></b></p>
	<p>The Town is an active member of the West Valley Solid Waste Management Authority (Authority), a joint powers authority (JPA) that contracts for solid waste collection, recycling, and disposal services for residential and commercial customers in Los Gatos, Campbell, Monte Sereno, and Saratoga. During FY 2013/14, staff will continue to work actively with the JPA and West Valley Collection and Recycling as it enters its seventh year of providing service to West Valley cities.</p>
	<p style="text-align: center;"><b><i>Keep Los Gatos Beautiful</i></b></p>
	<p>April is “Keep Los Gatos Beautiful” month, and multiple major events are planned during this month. The campaign celebrates National Earth Day, National Arbor Day, and National Volunteer Recognition Week, all of which occur during April. Keep Los Gatos Beautiful events are funded in part by state Beverage Container Grant funds.</p>
	<p style="text-align: center;"><b><i>Community Outreach and Awareness</i></b></p>
	<p>Program staff will coordinate a variety of waste prevention and resource conservation community outreach activities to promote recycling and waste reduction, such as America Recycles Day. Staff will also focus on helping Los Gatos businesses achieve a Green Business certification.</p>
	<p style="text-align: center;"><b><i>Green Business Certification</i></b></p>
	<p>Since 2007, the Town organization has been certified as a Green Business through the Santa Clara County Green Business Program. During the year, the Town’s Green Business Certification will be maintained. As part of this certification, staff will coordinate green business education programs including the award-winning “Los Gatos: Growing Greener Together” campaign.</p>

**∞ PARKS AND PUBLIC WORKS DEPARTMENT ∞**  
**Environmental Services**

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>KEY PROJECTS</b>
<b><i>Community Character</i></b> Preserve and enhance the appearance, character, and environmental quality of the community	<p style="text-align: center;"><b><i>Household Hazardous Waste</i></b></p> <p>The Town contracts with the County of Santa Clara Household Hazardous Waste Program to provide free and safe disposal of household hazardous wastes. Throughout the year, the program will continue to monitor the work performed under this contract, which allows residents to dispose of potentially hazardous wastes such as used motor oil and filters, pesticides, herbicides, corrosives, flammables, and household medical waste.</p>

**KEY PROGRAM SERVICES**

- Maintains Town's compliance with California Integrated Waste Management Act of 1989 (AB 939) solid waste diversion requirements, including initiating and implementing programs to increase diversion
- Participates in West Valley Solid Waste Management Authority JPA activities, including rate and service reviews
- Provides for safe household hazardous waste disposal options
- Develops and implements a Climate Action Plan, to include strategies for reducing the Town's carbon footprint
- Promotes sustainability initiatives and education

**ENVIRONMENTAL SERVICES PROGRAM STAFFING**

***Full Time Equivalent (FTE)***

<b><i>Town Staff</i></b>	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
Superintendent	-	-	-	-	0.10	-
Facilities & Environmental Services Mgr	0.40					0.40
Environmental Service Coordinator	0.50	-	-	0.50	0.50	0.50
<b>Total General Fund FTE</b>	<b>0.90</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>0.60</b>	<b>0.90</b>

**∞ PARKS AND PUBLIC WORKS DEPARTMENT ∞**  
**Environmental Services**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>Maximize diversion from landfills in order to protect public health and safety, and the environment.</i>					
a. Disposal per capita by calendar year (target is ≤ 5.2 lbs./person/day)*	3.3	3.6	3.7	3.7	3.7
	2009	2010	2011	2012	2013
2. <i>Monitor and evaluate existing waste collection and recycling programs.</i>					
a. Percentage of solid waste collection calls received and resolved:	100%	100%	100%	100%	100%

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Number of households participating in the Community Garage Sale event:	120	129	120	147	130
2. Number of Los Gatos households participating in the Household Hazardous Waste Disposal Program:	1,138	1,000	1,000	900	900

\*A new methodology was established by CalRecycle to track data information.





# **Parks & Public Works Department**

## **STREETS and SIGNALS PROGRAM PROGRAM 5401**

### **PROGRAM PURPOSE**

The purpose of the Streets and Signals Program is to provide safe and functional roadways, retaining walls, bridges, and curb and sidewalk systems through ongoing maintenance of the Town's roadway network. Objectives include small pavement reconstruction, minor street repairs, the filling of potholes, maintenance of roadway signs, traffic markings (paint), signals, streetlights, storm drain maintenance, and debris removal. Program staff collaborates with other department programs, such as the Park Services Program, and neighboring agencies, to perform roadside cleanup projects. Additional project coordination is conducted with Engineering Program Services for traffic calming device installation and roadway improvements in the Capital Improvement Program.

### **BUDGET OVERVIEW**

In FY 2013/14, the Streets and Signals Program will continue to provide tree maintenance as a contractual service. This has been done for the last two years as a cost savings measure. It allows staff to focus on other day-to-day operation responsibilities.

The Town Arborist will continue to manage the Town's urban forest and will take a more active role in managing the contractual services component of this work. Additionally, the Arborist will perform landscape review for small to medium private development projects. The Arborist also reviews private property tree removal applications and ensures compliance with Town codes and appropriate mitigation.

Downtown trash can removal service will continue to be provided with assistance from Parks Services Program temporary staff. Additionally, overtime costs will be reduced by continuing to operate the "Stand-by Program" during November through March, in lieu of year-round.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Streets & Signals Program**

This program will continue the cost-saving strategy by limiting the use of program staff overtime. This decrease in overtime involves the reduction of the after-hours "Stand-by Program." Stand-by will be available during the months of November through March, in lieu of year-round.

Streets and Signals staff will be responsible for the maintenance and operations of the trash capture devices, which were installed last fiscal year. This will be an ongoing maintenance responsibility for this staff. These devices are a requirement of the Bay Area Stormwater Municipal Regional Permit.

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	736	771	918	-	136,437	135,899
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	4,975	2,637	1,201	-	6,375	1,500
<i>Other Revenues</i>	4,232	(806)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 9,943</b>	<b>\$ 2,602</b>	<b>\$ 2,119</b>	<b>\$ -</b>	<b>\$ 142,812</b>	<b>\$ 137,399</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 886,087	\$ 869,480	\$ 889,801	\$ 942,578	\$ 876,863	\$ 989,695
<i>Operating Expenditures</i>	503,306	469,207	509,257	518,200	475,733	520,929
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	372,791	332,375	396,083	445,979	443,239	459,260
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,762,184</b>	<b>\$ 1,671,062</b>	<b>\$ 1,795,141</b>	<b>\$ 1,906,757</b>	<b>\$ 1,795,835</b>	<b>\$ 1,969,884</b>

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Streets & Signals Program**

**FY 2013/14 KEY PROJECTS**

Core Values	KEY PROJECTS
<p><b><i>Good Governance</i></b>            Ensure responsive, accountable, and collaborative government</p>	<p style="text-align: center;"><b><i>Inter-Program Work Projects</i></b></p> <p>Program staff will continue to plan and coordinate work projects, such as roadside clean-ups, that use department-wide resources to increase efficiency and address large scale maintenance issues.</p> <p style="text-align: center;"><b><i>Partnership with Other Municipalities</i></b></p> <p>Staff will continue to pursue opportunities with local agencies that have similar service needs in an effort to reduce program expenditures. Successful ongoing coordinated efforts include graffiti removal, paving operations and brush removal activities.</p> <p style="text-align: center;"><b><i>Municipal Regional Permit</i></b></p> <p>Program staff will continue to take on an increased role in implementing maintenance and operations issues related to the Bay Area Stormwater Municipal Regional Permit. New maintenance and operations regulations were passed by the State of California's Regional Water Quality Control Board in October 2009. The permit requires compliance in a broad range of areas, such as private development, maintenance and operations, trash monitoring, and pesticide use.</p>
<p><b><i>Quality Public Infrastructure</i></b>            Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure</p>	<p style="text-align: center;"><b><i>Signage and Markings</i></b></p> <p>Program staff will continue to create street signs to support capital improvement projects and to replace damaged signs, as needed. Additionally, staff will work with Engineering Program Services staff to identify roadways that are in need of re-striping or other markings in order to improve safety.</p> <p style="text-align: center;"><b><i>Signal and Street Light Maintenance</i></b></p> <p>Streets and Signals staff will continue to monitor and oversee the management of the signal and street light maintenance contracts. Staff will work with the contractor to ensure the Town's signals and street lights are functioning properly.</p> <p style="text-align: center;"><b><i>Town-wide Tree Pruning</i></b></p> <p>Maintenance tree pruning, including emergency tree work, will continue to be provided with contractual services. A greater emphasis will be placed on block pruning, targeting specific site locations annually, to lessen ongoing tree trimming requests.</p> <p style="text-align: center;"><b><i>Capital Improvement Program Projects</i></b></p> <p>Streets program staff will perform minor pavement repairs in advance of contractors' work to enhance efficiency and management of Capital Improvement Program projects. Emphasis on preserving pavement life cycles by means of crack sealing will be included as part of these projects.</p>

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☞**  
**Streets & Signals Program**

**KEY PROGRAM SERVICES**

**Street Maintenance/Traffic Signal Program**

- Maintains traffic signs and street signs along public streets
- Maintains visibility of pavement markings, including crosswalks, red curbs, and roadway striping
- Maintains 29 signalized intersections and 1,580 streetlights in the public right-of-way
- Maintains downtown tree lights along North Santa Cruz Avenue and Main Street

**Tree Maintenance**

- Oversees the tree trimming contract
- Manages private tree removal application process

**Street Maintenance/Pavement**

- Maintains and repairs over 106 miles of public streets and 22 parking lots
- Maintains storm drain basins, ditches, and culverts

**Sidewalk Maintenance Program**

- Coordinates concrete sidewalk, curb, and gutter replacement program with CIP
- Maintains the cleanliness of sidewalks, benches, and waste receptacles in the business districts using pressure washing equipment

**Special Events**

- Provides support services to Town-sponsored events
- Installs banners and flags throughout town at various times during the year to celebrate national and local events, such as Flag Day, the 4th of July, Memorial Day, and Veteran's Day

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☜**  
**Streets & Signals Program**

**STREETS & SIGNALS PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
<i><b>Town Staff</b></i>						
Parks & Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Superintendent	0.40	0.70	0.70	0.70	0.70	0.40
Administrative Analyst	0.15	0.25	0.25	0.25	0.25	0.15
Executive Assistant	0.25	-	-	-	0.25	0.25
Administrative Specialist	-	0.25	0.25	0.25	-	-
Administrative Assistant	0.30	-	-	-	0.30	0.30
Administrative Secretary	-	0.30	0.30	0.30	-	-
Town Arborist	1.00	1.00	1.00	1.00	1.00	1.00
Tree Trimmer / High Climber	-	1.00	-	-	-	-
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Parks & Maint Worker	-	-	-	-	-	-
Sweeper Operator	0.75	-	-	-	-	0.75
Parks & Maint Worker	4.00	4.00	4.00	4.00	4.00	4.00
<b>TOTAL PROGRAM FTEs</b>	<b>8.05</b>	<b>8.70</b>	<b>7.70</b>	<b>7.70</b>	<b>7.70</b>	<b>8.05</b>

	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
<i><b>Temporary Staff Hours</b></i>					
Maintenance Assistant	200	200	200	200	200
<b>TOTAL ANNUAL HOURS</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☜**  
**Streets & Signals Program**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>To ensure streetlights and traffic signals are working in effective operating order.</i>					
a. Percentage of streetlight malfunctions repaired within 5 days of notification:	100%	100%	100%	100%	100%
b. Percentage of traffic signals meeting visibility and operational state guidelines:	100%	100%	100%	100%	100%
c. Percentage of residents satisfied with the Town's efforts to provide and maintain street lights:	90%	90%	90%	90%	90%
2. <i>To provide safe and functional roadway systems throughout Town.</i>					
a. Percentage of traffic signal malfunctions repaired within three hours of notification:	100%	100%	100%	100%	100%
b. Percentage of stop signs repaired and replaced within 24 hours of notification:	95%	95%	95%	95%	95%
c. Pavement Condition Index (PCI):	69	70	71	72	72

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Number of Town street lights maintained:	1,575	1,575	1,575	1,580	1,583
2. Number of PG&E street lights monitored by Town staff for functionality:	397	397	397	397	397
3. Annual number of Town street lights repaired:	150	150	150	150	150
4. Number of signalized intersections maintained:	28	28	28	29	29
5. Miles of street maintained:	106	106	106	106	106
6. Number of traffic signs repaired:	177	280	250	550	600
7. Total number of traffic related work orders received and completed:	185	255	340	220	230
8. Total number of tree-related maintenance requests received, requiring inspection by staff:	124	220	195	150	175
9. Total number of staff hours to conduct tree inspections and/or pruning:	166	645	400	240	245

# **Parks & Public Works Department**

## **PROPERTY DAMAGE PROGRAM 5405**

### **PROGRAM PURPOSE**

The Property Damage Program is an operating program designed to monitor financial activity related the damage of Town property, including public infrastructure, such as sidewalks and streets and Town vehicles, parks, and other public facilities. In particular, this program tracks revenue/reimbursements received by applicable parties and expenses incurred as the result of damage to Town property.

### **BUDGET OVERVIEW**

The FY 2013/14 budget reflects a net zero impact to the General Fund budget, as it is difficult to anticipate potential damage to Town property. A placeholder of \$50,000 in revenue and expenditures was budgeted; budget adjustments, if necessary, will be brought forward for Council consideration during the mid-year budget review process. Due to the timing of the receipt of reimbursements, prior year revenue actuals are initially higher than expenditures. As this program includes no staff activity, it does not have Key Projects or Performance Measures.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Property Damage**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	82,107	56,747	112,434	50,000	1,005	50,000
<b>TOTAL REVENUES</b>	<b>\$ 82,107</b>	<b>\$ 56,747</b>	<b>\$ 112,434</b>	<b>\$ 50,000</b>	<b>\$ 1,005</b>	<b>\$ 50,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	89,996	108,669	11,002	50,000	58,542	50,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 89,996</b>	<b>\$ 108,669</b>	<b>\$ 11,002</b>	<b>\$ 50,000</b>	<b>\$ 58,542</b>	<b>\$ 50,000</b>



# **Parks & Public Works Department**

## **PASS-THROUGH ACCOUNTS PROGRAM 5999**

### **PROGRAM PURPOSE**

The Pass-Through Accounts Program provides an accounting structure to separate ongoing Parks and Public Works program activities from applicant funding utilized for external engineering services consultants, such as traffic study engineering, subdivision map checking, and geotechnical reviews. Fees for these external development services are paid for in advance by the applicant, with the funds then applied to a purchase order. All invoices from the consultants are subsequently paid out of the applicant's account until they zero out. Any remaining balance is returned to the applicant. Accounting for these activities in a separate accounting structure allows the true cost of operations to remain intact within a program, eliminating unrelated funding fluctuations from year to year. This pass-through approach is also used in the Community Development Department for similar projects.

### **BUDGET OVERVIEW**

There is no budgetary impact to this program as revenues will equal expenditures. The revenues and expenditures reflect estimates based on prior year trends and known departmental operations. At fiscal year-end, actuals may differ substantially from original budgeted numbers as the quantity and size of engineering fees within the community in any given year is not known or determinable in advance. This budget reflects a reasonable estimate only. As this program includes no staff activity, it does not have Key Projects or Performance Measures.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Pass-Through Accounts**

**SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>REVENUES</b>						
<i>Other Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Licenses and Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Revenues</i>	129,432	91,483	175,624	230,000	280,551	230,000
<b>TOTAL REVENUES</b>	<b>\$ 129,432</b>	<b>\$ 91,483</b>	<b>\$ 175,624</b>	<b>\$ 230,000</b>	<b>\$ 280,551</b>	<b>\$ 230,000</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	-	-	-	-	-	-
<i>Pass Thru Account</i>	129,432	91,482	175,624	230,000	280,551	230,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 129,432</b>	<b>\$ 91,482</b>	<b>\$ 175,624</b>	<b>\$ 230,000</b>	<b>\$ 280,551</b>	<b>\$ 230,000</b>

# **Parks & Public Works Department**

## **EQUIPMENT REPLACEMENT FUND FUND 631**

### **PROGRAM PURPOSE**

The Equipment Replacement Program provides funding for the replacement acquisition of Town vehicles, equipment, and information technology costing greater than \$10,000. Initially, Town vehicles and equipment are charged to the program budget using the asset. A useful life span is calculated and replacement costs are then charged back to the program having custody and use of the asset by means of internal service charges over the asset's useful life. These internal service charges accumulate the needed funding to replace the Town's vehicle and equipment assets at the ends of their useful lives. The result of this funding structure is a smoothing of operating expenses and a more accurate reflection of the actual cost of operations.

Town vehicles and equipment purchased and maintained by the Town's Vehicle Maintenance Program are considered for replacement based on the vehicle meeting predetermined age and/or mileage criteria as set forth in the Equipment Replacement Policy. Vehicle Maintenance personnel evaluate vehicles scheduled for replacement before a final determination is made.

### **BUDGET OVERVIEW**

This program's budget includes funding for replacement vehicles and equipment. Program expenditures change significantly each year due to the timing of major purchases of equipment. A combination of deferred replacement, upgrading, replacing, and refurbishing vehicles and equipment is proposed, based on the condition of each vehicle or piece of equipment and cost effectiveness. For this fiscal year, there will be a total of five vehicles purchased. These assets qualify for replacement as determined by the Town's Equipment Replacement Policy. The five vehicles scheduled for replacement will be for the Police Department's fleet. Two medium sized vehicles for the detective unit, in addition to three police patrol vehicles, will be replaced this fiscal year.

In future years, costs to replace police vehicles will increase because Ford Motor Company has discontinued production of the current Crown Victoria police model. Staff is in the process of evaluating equivalent police vehicles to purchase. Costs for replacement vehicles are estimated at approximately \$5,000 to \$8,000 more per vehicle. The Equipment Replacement Fund has sufficient funds to pay for replacement of future police vehicles, as needed.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Equipment Replacement Fund**

Program staff will continue to evaluate the current fleet inventory and evaluate each vehicle's replacement schedule along with the department's needs and the Equipment Maintenance and Replacement Policy. Vehicles removed from the replacement schedule will not be replaced once they are no longer operational. In the long term, this will reduce the size of the Town vehicle fleet and reduce the amount of money held in the fund balance. For FY 2013/14, it is anticipated that this cost savings strategy will continue to generate a transfer to the General Fund of approximately \$194,000.

Staff will also explore replacement costs versus rental of equipment, in order to reduce ongoing program operation expenditures. Assessments between internal and external diagnostic and repair facility costs will be conducted to determine the most cost-effective approach. As this program includes minimal staff activity, it does not have Key Projects or Performance Measures.

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**Equipment Replacement Fund**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated - Gas Tax Assets</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Designated - Non-Point Assets</i>	120,531	120,531	207,831	149,631	207,831	149,631
<i>Designated - General Fund Assets</i>	2,970,320	2,781,258	2,690,888	2,327,762	2,730,398	2,922,433
Total Beginning Fund Balance	3,090,851	2,901,789	2,898,719	2,477,393	2,938,229	3,072,064
Revenues						
<i>Service Charge</i>	334,560	341,280	319,819	439,532	439,532	473,929
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	46,125	28,245	216,185	-	89,248	-
Total Revenues	<b>380,685</b>	<b>369,525</b>	<b>536,004</b>	<b>439,532</b>	<b>528,780</b>	<b>473,929</b>
Transfers In						
<i>Transfer from Capital Projects</i>	8,990	-	-	-	-	-
Total Transfers In	<b>8,990</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Revenues & Transfers In	<b>389,675</b>	<b>369,525</b>	<b>536,004</b>	<b>439,532</b>	<b>528,780</b>	<b>473,929</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 3,480,526</b>	<b>\$ 3,271,314</b>	<b>\$ 3,434,723</b>	<b>\$ 2,916,925</b>	<b>\$ 3,467,009</b>	<b>\$ 3,545,993</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 9,193	\$ 9,289	\$ 10,078	\$ 9,754	\$ 10,148	\$ 10,820
<i>Operating Expenditures</i>	1,174	3,567	-	-	7,610	-
<i>Fixed Assets</i>	374,370	165,739	486,416	510,447	377,187	338,484
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<b>384,737</b>	<b>178,595</b>	<b>496,494</b>	<b>520,201</b>	<b>394,945</b>	<b>349,304</b>
Transfers Out						
<i>Transfer to General Fund</i>	194,000	194,000	-	194,000	-	194,000
<i>Transfer to Capital Projects</i>	-	-	-	-	-	-
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	<b>194,000</b>	<b>194,000</b>	<b>-</b>	<b>194,000</b>	<b>-</b>	<b>194,000</b>
Total Expenditures & Transfers Out	<b>578,737</b>	<b>372,595</b>	<b>496,494</b>	<b>714,201</b>	<b>394,945</b>	<b>543,304</b>
Ending Fund Balance						
<i>Designated - Gas Tax Assets</i>	-	-	-	-	-	-
<i>Designated - Non-Point Assets</i>	120,531	207,831	207,831	149,631	149,631	149,631
<i>Designated - General Fund Assets</i>	2,781,258	2,690,888	2,730,398	2,053,093	2,922,433	2,853,058
Total Ending Fund Balance	2,901,789	2,898,719	2,938,229	2,202,724	3,072,064	3,002,689
<b>TOTAL USE OF FUNDS</b>	<b>\$ 3,480,526</b>	<b>\$ 3,271,314</b>	<b>\$ 3,434,723</b>	<b>\$ 2,916,925</b>	<b>\$ 3,467,009</b>	<b>\$ 3,545,993</b>

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Equipment Replacement Fund**

**KEY PROGRAM SERVICES**

- Assesses vehicles and equipment for proper replacement timing and for fuel efficiency and functionality
- Performs cost effectiveness studies for asset cost and replacements
- Accumulates appropriate internal service charges for asset replacement funding
- Coordinates with Town departments for the smooth placement into service of new vehicles and equipment

**EQUIPMENT REPLACEMENT PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Town Staff</i>	<b>Positions</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Account Technician	0.10	0.10	0.10	0.10	0.10	0.10
<b>Total Equipment Replacement FTEs</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>

# **Parks & Public Works Department**

## **VEHICLE MAINTENANCE PROGRAM FUND 632**

### **PROGRAM PURPOSE**

The Vehicle Maintenance Program maintains the Town's vehicles and equipment to ensure each piece is safe and well-functioning. Program staff provide preventive maintenance and repair for the Town's fleet and light to heavy duty construction equipment; and the fueling systems used by the vehicles/equipment of the City of Saratoga, which uses the Town's Compressed Natural Gas (CNG) fueling station for their CNG-powered vehicles. The total number of vehicles and light and heavy equipment maintained by the Town is 152. A combination of in-house personnel and outside contractors is used to provide assorted maintenance and repair services for the Town's vehicles and equipment.

### **BUDGET OVERVIEW**

This program continues to evaluate vehicle maintenance costs and repairs to determine cost saving strategies. This program will continue to evaluate the purchase of hybrid and alternative fuel vehicles, as the budget permits, to reduce fuel consumption over the short and long terms. In FY 2013/14, the Town will add five (5) electric vehicles to its fleet through a lease agreement from Mitsubishi Motors. The Town will install four new electrical vehicle charging stations at select Town locations to help fuel these vehicles and also provide additional charging stations for public use. Additionally, the program continues to contract out 50% of maintenance and repairs due to the reduction in staff and ongoing expenditures. The program has been successful in contracting out vehicle repairs with no service impacts.

This fiscal year this program will continue to minimize costs in auto parts and contractual labor services line items. The cost savings from these expenses will be shifted to the fuel source line item. Staff anticipates a rise in fuel costs based on the current market trends. Any fuel prices over and above the established budget would be brought forth in the mid-year budget report.

The program will maintain the temporary Office Clerk position to assist with tracking vehicle maintenance history using the work order management system. This position will continue to assist the Engineering Development Services program with processing permits, which will be funded through Parks and Public Works Administration.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Vehicle Maintenance Program**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	268,332	428,529	438,817	476,491	521,710	533,406
Total Beginning Fund Balance	268,332	428,529	438,817	476,491	521,710	533,406
Revenues						
<i>Service Charge</i>	618,400	487,600	540,100	544,325	544,325	528,600
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	6,100	1,089	631	-	-	-
Total Revenues	<b>624,500</b>	<b>488,689</b>	<b>540,731</b>	<b>544,325</b>	<b>544,325</b>	<b>528,600</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 892,832</b>	<b>\$ 917,218</b>	<b>\$ 979,548</b>	<b>\$ 1,020,816</b>	<b>\$ 1,066,035</b>	<b>\$ 1,062,006</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 168,707	\$ 175,576	\$ 183,925	\$ 189,415	\$ 181,610	\$ 174,486
<i>Operating Expenditures</i>	293,108	302,825	273,913	351,117	351,019	352,980
<i>Fixed Assets</i>	2,488	-	-	-	-	1,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<b>464,303</b>	<b>478,401</b>	<b>457,838</b>	<b>540,532</b>	<b>532,629</b>	<b>528,466</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	428,529	438,817	521,710	480,284	533,406	533,540
Total Ending Fund Balance	428,529	438,817	521,710	480,284	533,406	533,540
<b>TOTAL USE OF FUNDS</b>	<b>\$ 892,832</b>	<b>\$ 917,218</b>	<b>\$ 979,548</b>	<b>\$ 1,020,816</b>	<b>\$ 1,066,035</b>	<b>\$ 1,062,006</b>



**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Vehicle Maintenance Program**  
**FY 2013/14 KEY PROJECTS**

Core Values	KEY PROJECTS
<p><b><i>Community Character</i></b>            Preserve and enhance the appearance, character, and environmental quality of the community</p>	<p style="text-align: center;"><b><i>Energy-Efficient Vehicles</i></b></p> <p>The program will continue to pursue fuel-efficient vehicles as the replacement schedule, Town budget, and functionality requirements allow. In addition, the organization will utilize five leased electric vehicles, and charging stations will be installed throughout the town.</p> <p style="text-align: center;"><b><i>Alternative Fuel Station</i></b></p> <p>The program will provide compressed natural gas (CNG) for the Town's fleet as well as for the City of Saratoga's CNG fleet vehicles on a full cost recovery basis.</p>
<p><b><i>Good Governance</i></b>            Ensure responsive, accountable, and collaborative government</p>	<p style="text-align: center;"><b><i>Repair Schedules</i></b></p> <p>Staff will continue to review existing oil change and maintenance repair schedules to determine if improvements would increase efficiency and/or customer service. In addition, comparative analyses on in-house versus vendor costs will be conducted to determine best options for cost efficiency.</p> <p style="text-align: center;"><b><i>Fleet Management</i></b></p> <p>The program's asset management system will track a vehicle's total repair, maintenance schedule, and fuel costs. This system will provide reliable quantitative information to assist with replacement decisions and to conduct operational efficiencies. Using the data from this system, staff will evaluate fleet usage and repair costs to determine if a reduction in fleet is cost-effective.</p> <p style="text-align: center;"><b><i>Departmental Joint Projects</i></b></p> <p>Staff will continue to participate in departmental joint projects on an as-needed basis, which provides additional departmental flexibility for major projects as well as participation in storm response activities.</p>

**KEY PROGRAM SERVICES**

- Provides preventive maintenance and repairs for all Town-owned vehicles and equipment
- Maintains the Town's fueling system infrastructure for CNG, gasoline, and diesel fuel

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Vehicle Maintenance Program**

**VEHICLE MAINTENANCE PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	<b>Authorized</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Town Staff</i>	<b>Positions</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Superintendent	0.20	0.30	0.30	0.30	0.30	0.20
Administrative Assistant	0.20	-	-	-	0.20	0.20
Administrative Secretary	-	0.20	0.20	0.20	-	-
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Apprentice Mechanic	-	1.00	-	-	-	-
<b>Total Vehicle Maint. FTEs</b>	<b>1.40</b>	<b>2.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.40</b>

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
<i>Temporary Staff Hours</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Office Clerk	-	350	350	350	-
Office Assistant	-	-	-	-	350
<b>TOTAL ANNUAL HOURS</b>	<b>-</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Vehicle Maintenance Program**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>To provide safe and functional vehicles and equipment.</i>					
a. Percentage of fleet in compliance with maintenance schedule:	100%	100%	100%	100%	100%
b. Cost per mile, by class of equipment ( <i>Life, cost/replacement cost=annual cost per mile</i> )*					
<i>Police:</i>	\$0.56	\$0.52	\$0.57	\$0.89	\$1.19
<i>General Fleet - light:</i>	\$0.66	\$0.65	\$0.79	\$1.40	\$1.89
<i>General Fleet - heavy:</i>	\$5.85	\$8.34	\$12.40	\$5.50	\$5.50

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Number of police vehicles maintained:	46	47	47	47	47
2. Number of heavy-duty vehicles maintained:	6	6	6	4	4
3. Number of light-duty (non-police) vehicles maintained:	34	34	36	36	37
4. Pieces of equipment maintained (light and heavy duty):	66	66	51	47	47
5. Hybrid vehicles:	6	6	7	7	7
6. Electric vehicles:	N/A	N/A	N/A	N/A	5

*\*The figures reflect real data collected for one full fiscal year cycle. The increase is due to a change in fuel prices.*



# **Parks & Public Works Department**

## **FACILITIES MAINTENANCE PROGRAM FUND 633**

### **PROGRAM PURPOSE**

The Facilities Maintenance Program provides services to ensure Town facilities are safe and functional for public and employee use. Maintenance services include custodial services, elevator maintenance, cell phone services, heating and ventilation air systems, building improvements, facility security, and lighting systems. Facilities Program staff also plan, schedule, and manage small and large building facility projects such as building remodeling, Americans with Disabilities Act (ADA) access related improvements, re-carpeting and work space reconfigurations, roof repairs, heating and air conditioning system improvements, electrical services, and all other aspects required to keep the Town's facilities well-functioning and safe.

### **BUDGET OVERVIEW**

Revenues for this fund are obtained through assessment charge-backs to Town departments, based upon a percentage of square footage assigned to each department. The Facilities Maintenance Program pays for all operating expenses, including utilities, repairs, and maintenance and the departments in turn fund the program's expenses through these charge-backs.

The Facilities and Environmental Programs Manager position, which was filled in FY 2012/13 through the reclassification of a Parks and Facilities Superintendent, will oversee the management of this program. The FY 2013/14 budget reflects several changes in non-personnel expenditures. These changes are primarily related to additional maintenance expenses associated with the new library building and planned major projects for this fiscal year.

One major project planned in FY 2013/14, is the re-use of the former library space. The Old Library Re-use project will renovate the space which includes replacing the existing elevator and making improvements to the restroom areas. The heating and cooling system at the old library building will also be replaced. Lastly, another project will be repairing the deck area near the Administration offices at Town Hall to prevent future water leaks.

This program will continue the cost-saving strategy by limiting the use of program staff overtime. This decrease in overtime involves the reduction of the after-hours "Stand-by Program." Stand-by will be available during the months of November through March, in lieu of year-round.

**☞ PARKS & PUBLIC WORKS DEPARTMENT ☜**  
**Facilities Maintenance Program**

This program will continue the cost-saving strategy by limiting the use of program staff overtime. This decrease in overtime involves the reduction of the after-hours “Stand-by Program.” Stand-by will be available during the months of November through March, in lieu of year-round.

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	716,701	820,171	953,446	981,784	1,020,686	1,153,528
Total Beginning Fund Balance	716,701	820,171	953,446	981,784	1,020,686	1,153,528
Revenues						
<i>Other Taxes</i>	19,586	31,723	44,387	15,000	40,500	20,000
<i>Service Charge</i>	911,680	849,000	892,300	991,682	991,682	1,007,014
<i>Other Revenues</i>	79,830	101,048	153,532	131,404	169,530	195,000
Total Revenues	<b>1,011,096</b>	<b>981,771</b>	<b>1,090,219</b>	<b>1,138,086</b>	<b>1,201,712</b>	<b>1,222,014</b>
Transfers In						
<i>Transfer from General Fund</i>	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
Total Revenues & Transfers In	<b>1,011,096</b>	<b>981,771</b>	<b>1,090,219</b>	<b>1,138,086</b>	<b>1,201,712</b>	<b>1,222,014</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 1,727,797</b>	<b>\$ 1,801,942</b>	<b>\$ 2,043,665</b>	<b>\$ 2,119,870</b>	<b>\$ 2,222,398</b>	<b>\$ 2,375,542</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 220,436	\$ 162,970	\$ 220,239	\$ 300,497	\$ 213,303	\$ 307,121
<i>Operating Expenditures</i>	679,390	685,526	711,201	908,047	819,747	924,897
<i>Fixed Assets</i>	-	-	17,993	30,000	30,000	30,000
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	<b>899,826</b>	<b>848,496</b>	<b>949,433</b>	<b>1,238,544</b>	<b>1,063,050</b>	<b>1,262,018</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
<i>Transfer to Capital Projects</i>	7,800	-	73,546	477,000	5,820	210,000
<i>Transfer to Office Stores</i>	-	-	-	-	-	-
Total Transfers Out	<b>7,800</b>	<b>-</b>	<b>73,546</b>	<b>477,000</b>	<b>5,820</b>	<b>210,000</b>
Total Expenditures & Transfers Out	<b>907,626</b>	<b>848,496</b>	<b>1,022,979</b>	<b>1,715,544</b>	<b>1,068,870</b>	<b>1,472,018</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	820,171	953,446	1,020,686	404,326	1,153,528	903,524
Total Ending Fund Balance	820,171	953,446	1,020,686	404,326	1,153,528	903,524
<b>TOTAL USE OF FUNDS</b>	<b>\$ 1,727,797</b>	<b>\$ 1,801,942</b>	<b>\$ 2,043,665</b>	<b>\$ 2,119,870</b>	<b>\$ 2,222,398</b>	<b>\$ 2,375,542</b>

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Facilities Maintenance Program**

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>KEY PROJECTS</b>
<b><i>Quality Public Infrastructure</i></b> Maintain the condition and availability of public facilities, transportation systems, and other public infrastructure	<b><i>Oversight of Capital Improvement Projects</i></b> Assist in the oversight of all Facility improvement projects planned during FY 2013/14, including improvement projects at the Civic Center.
	<b><i>HVAC Upgrades Project</i></b> Program staff will work on the replacement of the HVAC system at the old library building. The existing system is part of the original building's infrastructure. This project will replace the heating and cooling system.
	<b><i>Old Library Re-Use Project</i></b> Program staff will work on making renovations to the old library building, which will include replacement of the elevator and upgrades to the restroom facilities, to be current with building codes and regulations.
	<b><i>Civic Center Deck Repairs and Waterproofing Project</i></b> Program staff will work on repairing sections of the Civic Center deck area, next to the Administration Office entrance. This project will waterproof this section of the deck to prevent water damage and leaks.
	<b><i>Asset Management Program</i></b> Implement an asset management program that will allow for staff to better assess costs and maintenance of Town-wide facilities.

**KEY PROGRAM SERVICES**

- Administers custodial, telephone, heating, ventilating, and air conditioning system maintenance agreements
- Manages preventive maintenance contracts for elevator, fire, and building alarms
- Administers facilities capital improvement contracts
- Administers repairs and improvements to the Town-owned buildings leased to The Museums of Los Gatos (2) and Los Gatos-Saratoga Community Education and Recreation (2)
- Manages interdepartmental service requests
- Manages lighting for public parking garages and public parking lots

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Facilities Maintenance Program**

**FACILITIES MAINTENANCE PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

	Authorized	2009/10	2010/11	2011/12	2012/13	2013/14
<i>Town Staff</i>	Positions	Funded	Funded	Funded	Funded	Funded
Superintendent	-	-	0.20	0.20	0.40	-
Facilities & Environmental Services Mgr	0.50	-	-	-	-	0.50
PPW Manager	-	1.00	-	-	-	-
Lead Parks & Maint Worker	1.00	-	1.00	1.00	1.00	1.00
Parks & Maint Worker	1.00	-	-	1.00	1.00	1.00
Facility Technician	-	1.00	1.00	-	-	-
<b>Total Building Maint. FTEs</b>	<b>2.50</b>	<b>2.00</b>	<b>2.20</b>	<b>2.20</b>	<b>2.40</b>	<b>2.50</b>

	2009/10	2010/11	2011/12	2012/13	2013/14
<i>Temporary Staff Hours</i>	Funded	Funded	Funded	Funded	Funded
Maintenance Assistant	628	628	628	628	628
<b>TOTAL ANNUAL HOURS</b>	<b>628</b>	<b>628</b>	<b>628</b>	<b>628</b>	<b>628</b>

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>To ensure Town facilities are safe and functional for public and employee use.</i>					
a. Percent of high priority (safety or service interruption) requests completed within 3 days:	68%	74%	73%	70%	80%
b. Percent of facilities requests completed within 14 days:	77%	81%	92%	90%	90%

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Total square footage of facilities maintained*:	95,000	95,000	124,240	155,089	155,089
2. Total number of facility service requests received and completed:	48	53	97	60	75
3. Total number of facility repairs requests received and completed:	114	51	110	102	105

*\*The square footage increase is due to the completion of the Police Operations Building, Library and Creekside Sports Park facilities.*



# **Parks & Public Works Department**

## **NON-POINT SOURCE PROGRAM FUND 221**

### **PROGRAM PURPOSE**

The principal objective of the Non-Point Source Program is to keep debris and pollution from entering the Town's storm drain system, which drains directly into local creeks and ultimately the San Francisco Bay. This objective is accomplished by providing street sweeping services on all Town-owned public streets and parking lots on a rotating schedule, in adherence to the Town's National Pollutant Discharge Elimination System (NPDES) Municipal Storm Water permit. To meet the NPDES Permit requirements, Engineering Development Program staff, in coordination with Community Development Department staff, will continue to review the regulations to evaluate the staff and budget impacts associated with implementation of this permit.

### **BUDGET OVERVIEW**

The West Valley Sanitation District receives funding collected through the County of Santa Clara property tax rolls for non-point source functions. These receipts are then distributed to three local agencies that support this function: to the Town for operating expenses incurred through this program's activities; to the West Valley Clean Water Program (WVCWP); and to the West Valley Sanitation District (WVSD) to reimburse the District for the NPDES permit fee, the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), and WVSD annual storm drain maintenance work. These programs perform various functions required under the Federal Clean Water Act, Environmental Protection Agency regulations, and respective NPDES permits. Each year, the Town and the WVSD cooperatively prepare an outline of the annual work plan and the associated budget for approval prior to the establishment of the annual user fees, and prior to the WVSD transmitting those fees to the county for collection on the property tax roll.

The NPDES permit which regulates each of these programs is issued by the San Francisco Regional Water Quality Control Board (SFRWQCB) annually and has been in effect since 1990. A next generation of the NPDES storm water permit, called the Municipal Regional Stormwater Permit (MRP), was adopted by the California Regional Water Quality Control Board in October 2009. This new NPDES permit expands reporting and enforcement requirements and will impact both private development and public infrastructure maintenance operations. Because the permit is on a five-year cycle and is closely linked to

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**Non-Point Source Program**

the number of private development projects under construction, exact staff and financial impacts are difficult to forecast. If more private development projects occur, additional staff time will be required to ensure compliance with permit regulations. The Parks and Public Works and Community Development Departments are working with WVCWP to monitor expenses and staff impacts as they relate to permit compliance. The NPDES permit also mandates regulations for public infrastructure maintenance operations, including the installation of trash capture devices and a Long Term Trash Plan. This plan is a requirement by the California Regional Water Quality Control Board and is due in February 2014.

The Town's NPDES program will continue to conduct monthly sweeping of streets and parking lots; clear storm drains, ditches, and culverts; and dispose of collected material in a safe manner. Residential street sweeping will continue to be performed on a monthly frequency. The prior reduction in frequency (from 3 to 4 weeks) will allow staff to continue focusing on other aspects of the permit, such as the ongoing maintenance of the new trash capture devices, which are required by the new stormwater permit. The Town's NPDES program activities also include volunteer groups that regularly pick up debris along the Los Gatos Creek Trail. Town staff track and report the amount of debris collected by all these activities to WVCWP.

Funding shifts were made this fiscal year to this particular program to better align staff's responsibilities with funding sources and revenues. A Parks and Maintenance Worker position, in the Streets and Signals Program that was fully funded out of the Non-Point Source Program, will now be funded primarily out of the Streets and Signals Program, with partial funding from the Non-Point Source program. Additionally, a portion of the Non-Point Source fund will be allocated to the Administrative Analyst position in the Parks and Public Works Administration Program to help administer stormwater related tasks. There will be no service level impacts as a result of these funding shifts.

The Town's Non-Point Source Program budget will maintain the same service levels in FY 2013/14; however, there is the potential for an increase in program expenses due to the administration of new stormwater permit regulations. The cost of this program slightly exceeds available annual revenues. The Town is currently offsetting these costs by using the program's fund balance to pay for these expenses. These expenses may increase should the revenues received from the West Valley Sanitation District be impacted due to rising administrative overhead costs, potentially increasing expenses for this program.

A Council Study Session will be scheduled in early 2014 to consider rising NPDES requirements and workloads, as well as possible funding strategies.

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**Non-Point Source Program**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	20,181	40,203	58,142	75,785	58,142	229,641
Total Beginning Fund Balance	20,181	40,203	58,142	75,785	58,142	229,641
Revenues						
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charge</i>	-	-	-	-	-	-
<i>Other Revenues</i>	135,000	135,000	135,000	502,000	502,000	332,000
Total Revenues	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	<b>502,000</b>	<b>502,000</b>	<b>332,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 155,181</b>	<b>\$ 175,203</b>	<b>\$ 193,142</b>	<b>\$ 577,785</b>	<b>\$ 560,142</b>	<b>\$ 561,641</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 76,891	\$ 84,268	\$ 86,939	\$ 102,303	\$ 92,806	\$ 123,124
<i>Operating Expenditures</i>	22,874	19,613	15,258	230,477	232,279	230,477
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	15,213	13,180	14,411	6,018	5,416	5,444
Total Expenditures	<b>114,978</b>	<b>117,061</b>	<b>116,608</b>	<b>338,798</b>	<b>330,501</b>	<b>359,045</b>
Transfers Out						
<i>Transfer to General Fund</i>	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
Total Expenditures & Transfers Out	<b>114,978</b>	<b>117,061</b>	<b>116,608</b>	<b>338,798</b>	<b>330,501</b>	<b>359,045</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	40,203	58,142	76,534	238,987	229,641	202,596
Total Ending Fund Balance	40,203	58,142	76,534	238,987	229,641	202,596
<b>TOTAL USE OF FUNDS</b>	<b>\$ 155,181</b>	<b>\$ 175,203</b>	<b>\$ 193,142</b>	<b>\$ 577,785</b>	<b>\$ 560,142</b>	<b>\$ 561,641</b>

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Non-Point Source Program**

**FY 2013/14 KEY PROJECTS**

<b>Core Values</b>	<b>KEY PROJECTS</b>
<b><i>Community Character</i></b> Preserve and enhance the appearance, character, and environmental quality of the community	<b><i>Expanded Trail Volunteerism</i></b> The program will continue to increase volunteerism to reduce debris from entering the waterways alongside trails and walkways in Los Gatos. These outreach efforts are made in collaboration with the West Valley Clean Water Program.
<b><i>Good Governance</i></b> Ensure responsive, accountable, and collaborative government	<b><i>Municipal Regional Permit</i></b> Program staff will continue to take on an increased role in implementing trash reduction and monitoring issues related to the Bay Area Stormwater Municipal Regional Permit. New trash load reduction regulations were passed by the State of California's Regional Water Quality Control Board in October 2009. The permit requires compliance in a broad range of areas, such as private development, maintenance and operations, trash monitoring, and pesticide use.

**KEY PROGRAM SERVICES**

- Sweeps Town streets and parking lots and steam-cleans business area sidewalks
- Coordinates Consolidated Pest Management with Park Services Program, to reduce pesticides from entering waterways

**NON-POINT SOURCE PROGRAM STAFFING**

***Full Time Equivalent (FTE)***

	<b>Authorized Positions</b>	<b>2009/10 Funded</b>	<b>2010/11 Funded</b>	<b>2011/12 Funded</b>	<b>2012/13 Funded</b>	<b>2013/14 Funded</b>
<b><i>Town Staff</i></b>						
Sweeper Operator	0.25	1.00	1.00	1.00	1.00	0.25
Engineering Inspector	0.50	-	-	-	-	0.50
Administrative Analyst	0.25	-	-	-	-	0.25
<b>Total Non-Point Source FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Non-Point Source Program**

<b>Performance Objectives and Measures</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. <i>Prevent street debris from entering the storm drain system.</i>					
a. Number of cubic yards of debris removed annually:	900	2,345	1,977	2,100	2,100

<b>Activity and Workload Highlights</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Estimated</b>	<b>2013/14 Budget</b>
1. Number of Los Gatos curb and parking lot miles swept annually:	10,800	10,800	8,100	8,100	8,100
2. Number of volunteers participating in clean-up activities to remove debris from entering creeks:	200	200	200	200	200



# Parks & Public Works Department

## ASSESSMENT DISTRICTS FUNDS 231 - 236

### ASSESSMENT DISTRICT PURPOSE

The Town formed six Landscape and Lighting District Funds with the written consent of all property owners within the boundaries of the districts. There are two Landscape and Lighting Districts, which cover six neighborhood areas. The districts are funded through tax assessments to reimburse the Town for the payment of water and electricity; district improvements and upgrades; and the regular maintenance of trees, landscaping, trails, irrigation systems, and lighting. There are six program funds that have been established to maintain these neighborhood areas.

The Landscape and Lighting Districts are exempt from Proposition 218 requirements requiring a 2/3 majority approval, unless the assessments are increased. Section 5 of Proposition 218 provides that the measure does not apply to assessments existing on November 1996 if the assessments were “imposed pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment was initially imposed.” As long as the assessments were imposed by request or with the consent of all the property owners, the Town Attorney is of the opinion that this provision has been met, even without a formal petition. Consequently, the Town is not required to conduct an election of the property owners unless the assessment is increased. The fund balances for each of the assessment districts has proven to be adequate to fund routine maintenance needs; however, in previous years when maintenance requirements for large repairs have arisen, the Town has been required to step in to offset these one-time costs. The following table provides an overview of the annual assessments:

### Fiscal Year 2012/13

#### Annual Special District Assessments

Fund #	Assessment Districts	Number	Parcel	Total	Rate in effect
		of	Assessment	Assessment	prior to
		Parcels			Prop 218
231	Blackwell Drive	5	\$ 632	\$ 3,160	Yes
232	Kennedy Meadows	15	685	10,275	Yes
233	Gemini Court	18	230	4,140	Yes
234	Santa Rosa	15	300	4,500	Yes
235	Vasona Heights	33	295	9,735	Yes
236	Hillbrook	34	50	5,950	Yes
Total Landscape & Lighting Assessment:				\$ 37,760	

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Landscape & Lighting Districts**

**DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	103,617	105,635	111,515	122,098	113,443	128,665
Total Beginning Fund Balance	103,617	105,635	111,515	122,098	113,443	128,665
<b>REVENUES</b>						
<i>Property Tax Assessments</i>	33,510	37,760	37,760	37,760	37,760	37,760
<i>Interest</i>	1,940	1,333	1,242	1,588	1,294	1,294
<i>Other Revenues</i>	259	65	329	-	-	-
Total Revenues	35,709	39,158	39,331	39,348	39,054	39,054
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 139,326</b>	<b>\$ 144,793</b>	<b>\$ 150,846</b>	<b>\$ 161,446</b>	<b>\$ 152,497</b>	<b>\$ 167,719</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	28,771	28,358	16,003	29,023	18,912	19,746
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,771</b>	<b>\$ 28,358</b>	<b>\$ 16,003</b>	<b>\$ 29,023</b>	<b>\$ 18,912</b>	<b>\$ 19,746</b>
Transfers Out						
<i>Transfer to General Fund</i>	4,920	4,920	4,920	4,920	4,920	4,920
Total Transfers Out	4,920	4,920	4,920	4,920	4,920	4,920
Total Expenditures & Transfers Out	33,691	33,278	20,923	33,943	23,832	24,666
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	105,635	111,515	129,923	127,503	128,665	143,053
Total Ending Fund Balance	105,635	111,515	129,923	127,503	128,665	143,053
<b>TOTAL USE OF FUNDS</b>	<b>\$ 139,326</b>	<b>\$ 144,793</b>	<b>\$ 150,846</b>	<b>\$ 161,446</b>	<b>\$ 152,497</b>	<b>\$ 167,719</b>



# **Parks & Public Works Department**

## **BLACKWELL DRIVE ASSESSMENT DISTRICT FUND 231**

### **FUND PURPOSE**

This assessment district incorporates five homes and a median island along Blackwell Drive at National Avenue constructed as part of Tract 8306, Blackwell Development. Assessments to maintain the landscaping and irrigation in the median island and for street light maintenance on National Avenue remain constant for the five parcels at \$632 each annually.

The median island landscaping and irrigation are maintained by contract. The street trees and lighting are also part of the district. The contractor clears trash and weeds from the median island biweekly. Landscaping plants and irrigation are replaced and repaired as necessary.

### **BUDGET OVERVIEW**

During FY 2013/14, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair costs to the median island's irrigation system when the irrigation controller and related parts need replacement or repairs, and for the streetlight when it needs replacement and/or repairs. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Blackwell Drive Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	4,777	4,705	5,437	4,983	5,747	6,608
Total Beginning Fund Balance	4,777	4,705	5,437	4,983	5,747	6,608
Revenues						
<i>Property Tax Assessments</i>	3,160	3,160	3,160	3,160	3,160	3,160
<i>Interest</i>	70	60	55	76	54	54
<i>Other Revenues</i>	118	32	-	-	-	-
Total Revenues	<b>3,348</b>	<b>3,252</b>	<b>3,215</b>	<b>3,236</b>	<b>3,214</b>	<b>3,214</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 8,125</b>	<b>\$ 7,957</b>	<b>\$ 8,652</b>	<b>\$ 8,219</b>	<b>\$ 8,961</b>	<b>\$ 9,822</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	2,960	2,060	2,445	3,030	1,893	3,142
Total Expenditures	<b>2,960</b>	<b>2,060</b>	<b>2,445</b>	<b>3,030</b>	<b>1,893</b>	<b>3,142</b>
Transfers Out						
<i>Transfer to General Fund</i>	460	460	460	460	460	460
Total Transfers Out	<b>460</b>	<b>460</b>	<b>460</b>	<b>460</b>	<b>460</b>	<b>460</b>
Total Expenditures & Transfers Out	<b>3,420</b>	<b>2,520</b>	<b>2,905</b>	<b>3,490</b>	<b>2,353</b>	<b>3,602</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	4,705	5,437	5,747	4,729	6,608	6,220
Total Ending Fund Balance	4,705	5,437	5,747	4,729	6,608	6,220
<b>TOTAL USE OF FUNDS</b>	<b>\$ 7,665</b>	<b>\$ 7,497</b>	<b>\$ 8,192</b>	<b>\$ 7,759</b>	<b>\$ 8,501</b>	<b>\$ 9,362</b>

# **Parks & Public Works Department**

## **KENNEDY MEADOWS ASSESSMENT DISTRICT FUND 232**

### **FUND PURPOSE**

The Kennedy Meadows Assessment District consists of 8 acres of open space area surrounding 15 homes. The open space area contains a paved trail, wetlands area, and a portion of Ross Creek. Streetlights on Forrester Court and Kennedy Court are also maintained by the district. Annual assessments for district upkeep remain constant at \$685 per parcel.

As part of the development of the subdivision, this district was required by the Army Corps of Engineers to reinstate the open space riparian and wetlands area back into its natural habitat under a ten-year plan, which ended June 30, 2005. The trees, landscaping, irrigation system, trail, and streetlights within the open space area are maintained by contract. The district, including the paved trail, is cleaned and cleared of trash biweekly. Irrigation repair and tree replacement are completed as necessary.

### **BUDGET OVERVIEW**

During FY 2013/14, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Kennedy Meadows Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	15,804	19,540	20,131	24,215	11,813	16,230
Total Beginning Fund Balance	15,804	19,540	20,131	24,215	11,813	16,230
Revenues						
<i>Property Tax Assessments</i>	10,275	10,275	10,275	10,275	10,275	10,275
<i>Interest</i>	320	223	238	272	266	266
<i>Other Revenues</i>	-	-	228	-	-	-
Total Revenues	<b>10,595</b>	<b>10,498</b>	<b>10,741</b>	<b>10,547</b>	<b>10,541</b>	<b>10,541</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 26,399</b>	<b>\$ 30,038</b>	<b>\$ 30,872</b>	<b>\$ 34,762</b>	<b>\$ 22,354</b>	<b>\$ 26,771</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	5,349	8,397	3,148	6,123	4,614	3,730
Total Expenditures	<b>5,349</b>	<b>8,397</b>	<b>3,148</b>	<b>6,123</b>	<b>4,614</b>	<b>3,730</b>
Transfers Out						
<i>Transfer to General Fund</i>	1,510	1,510	1,510	1,510	1,510	1,510
Total Transfers Out	<b>1,510</b>	<b>1,510</b>	<b>1,510</b>	<b>1,510</b>	<b>1,510</b>	<b>1,510</b>
Total Expenditures & Transfers Out	<b>6,859</b>	<b>9,907</b>	<b>4,658</b>	<b>7,633</b>	<b>6,124</b>	<b>5,240</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	19,540	20,131	26,214	27,129	16,230	21,531
Total Ending Fund Balance	19,540	20,131	26,214	27,129	16,230	21,531
<b>TOTAL USE OF FUNDS</b>	<b>\$ 24,889</b>	<b>\$ 28,528</b>	<b>\$ 29,362</b>	<b>\$ 33,252</b>	<b>\$ 20,844</b>	<b>\$ 25,261</b>

# **Parks & Public Works Department**

## **GEMINI COURT ASSESSMENT DISTRICT FUND 233**

### **FUND PURPOSE**

This assessment district, located on Blossom Hill Road and Gemini Court, is made up of 18 residences with a public right-of-way within the boundaries of the Gemini subdivision, Tract No. 8439. The assessment district provides for the maintenance of trees, landscaping, irrigation systems, lighting, sound wall, and fences along the walkway.

Landscaping and irrigation are maintained by contract. The contractor clears trash and weeds in the median island biweekly. Landscaping plants and irrigation are replaced and repaired as necessary. Annual assessments remain constant for the 18 parcels at \$230 each.

### **BUDGET OVERVIEW**

During FY 2013/14, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Gemini Court Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2012/13</b>	<b>2013/14</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	9,767	11,080	12,290	11,839	14,717	16,550
Total Beginning Fund Balance	9,767	11,080	12,290	11,839	14,717	16,550
Revenues						
<i>Property Tax Assessments</i>	4,140	4,140	4,140	4,140	4,140	4,140
<i>Interest</i>	180	145	138	176	144	144
<i>Other Revenues</i>	69	-	-	-	-	-
Total Revenues	<b>4,389</b>	<b>4,285</b>	<b>4,278</b>	<b>4,316</b>	<b>4,284</b>	<b>4,284</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 14,156</b>	<b>\$ 15,365</b>	<b>\$ 16,568</b>	<b>\$ 16,155</b>	<b>\$ 19,001</b>	<b>\$ 20,834</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	2,466	2,465	1,241	4,155	1,841	1,841
Total Expenditures	<b>2,466</b>	<b>2,465</b>	<b>1,241</b>	<b>4,155</b>	<b>1,841</b>	<b>1,841</b>
Transfers Out						
<i>Transfer to General Fund</i>	610	610	610	610	610	610
Total Transfers Out	<b>610</b>	<b>610</b>	<b>610</b>	<b>610</b>	<b>610</b>	<b>610</b>
Total Expenditures & Transfers Out	<b>3,076</b>	<b>3,075</b>	<b>1,851</b>	<b>4,765</b>	<b>2,451</b>	<b>2,451</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	11,080	12,290	14,717	11,390	16,550	18,383
Total Ending Fund Balance	11,080	12,290	14,717	11,390	16,550	18,383
<b>TOTAL USE OF FUNDS</b>	<b>\$ 13,546</b>	<b>\$ 14,755</b>	<b>\$ 15,958</b>	<b>\$ 15,545</b>	<b>\$ 18,391</b>	<b>\$ 20,224</b>

# **Parks & Public Works Department**

## **SANTA ROSA HEIGHTS ASSESSMENT DISTRICT FUND 234**

### **FUND PURPOSE**

This assessment district provides maintenance and upkeep within designated Open Space Areas A, B, C, and D of Tract No. 8400, Santa Rosa Heights Subdivision. There are 15 residences in this district. The open space area to be maintained by the Town lies north of Shannon Road up to the ridgeline of Blossom Hill Road, adjacent to the subdivision. This area includes a pedestrian/equestrian trail through the subdivision from Shannon Road to Belgatos Park, street trees, and lighting. The trail is pruned, sprayed, and cleared of trash biweekly by the contractor. Annual assessments for the fifteen parcels were decreased from \$540 each, to \$300 each, effective FY 2006/07.

### **BUDGET OVERVIEW**

During FY 2013/14, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Santa Rosa Heights Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	57,981	54,953	53,068	53,561	54,284	55,397
Total Beginning Fund Balance	57,981	54,953	53,068	53,561	54,284	55,397
Revenues						
<i>Property Tax Assessments</i>	4,500	4,500	4,500	4,500	4,500	4,500
<i>Interest</i>	1,110	704	553	788	554	554
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<b>5,610</b>	<b>5,204</b>	<b>5,053</b>	<b>5,288</b>	<b>5,054</b>	<b>5,054</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 63,591</b>	<b>\$ 60,157</b>	<b>\$ 58,121</b>	<b>\$ 58,849</b>	<b>\$ 59,338</b>	<b>\$ 60,451</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	7,978	6,429	3,177	4,135	3,281	3,477
Total Expenditures	<b>7,978</b>	<b>6,429</b>	<b>3,177</b>	<b>4,135</b>	<b>3,281</b>	<b>3,477</b>
Transfers Out						
<i>Transfer to General Fund</i>	660	660	660	660	660	660
Total Transfers Out	<b>660</b>	<b>660</b>	<b>660</b>	<b>660</b>	<b>660</b>	<b>660</b>
Total Expenditures & Transfers Out	<b>8,638</b>	<b>7,089</b>	<b>3,837</b>	<b>4,795</b>	<b>3,941</b>	<b>4,137</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	54,953	53,068	54,284	54,054	55,397	56,314
Total Ending Fund Balance	54,953	53,068	54,284	54,054	55,397	56,314
<b>TOTAL USE OF FUNDS</b>	<b>\$ 62,931</b>	<b>\$ 59,497</b>	<b>\$ 57,461</b>	<b>\$ 58,189</b>	<b>\$ 58,678</b>	<b>\$ 59,791</b>



# **Parks & Public Works Department**

## **VASONA HEIGHTS ASSESSMENT DISTRICT FUND 235**

### **FUND PURPOSE**

This assessment district is adjacent to Blossom Hill and Roberts Roads, with open space running between the subdivision and the Los Gatos Creek Trail. The district was created to provide maintenance and upkeep within the designated Open Space Areas A, B, and C of Tract No. 8280, of the Vasona Heights Subdivision. All 32 residences are assessed an annual charge of \$295 per parcel, continuing the decrease in original property assessments as agreed to by the property owners and the Town Council in FY 2001/02.

The district upkeep includes, trees, landscaping, irrigation systems, trail, emergency access, and a retaining wall along Blossom Hill Road. The open space areas are maintained by contract, with cleanup, trash control, irrigation maintenance, and landscape maintenance completed biweekly.

### **BUDGET OVERVIEW**

During FY 2013/14, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Vasona Heights Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	10,745	13,387	18,324	21,645	24,201	28,815
Total Beginning Fund Balance	10,745	13,387	18,324	21,645	24,201	28,815
Revenues						
<i>Property Tax Assessments</i>	9,735	9,735	9,735	9,735	9,735	9,735
<i>Interest</i>	200	180	219	256	240	240
<i>Other Revenues</i>	69	30	101	-	-	-
Total Revenues	<b>10,004</b>	<b>9,945</b>	<b>10,055</b>	<b>9,991</b>	<b>9,975</b>	<b>9,975</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 20,749</b>	<b>\$ 23,332</b>	<b>\$ 28,379</b>	<b>\$ 31,636</b>	<b>\$ 34,176</b>	<b>\$ 38,790</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	5,932	3,578	2,748	5,240	3,931	4,012
Total Expenditures	<b>5,932</b>	<b>3,578</b>	<b>2,748</b>	<b>5,240</b>	<b>3,931</b>	<b>4,012</b>
Transfers Out						
<i>Transfer to General Fund</i>	1,430	1,430	1,430	1,430	1,430	1,430
Total Transfers Out	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>	<b>1,430</b>
Total Expenditures & Transfers Out	<b>7,362</b>	<b>5,008</b>	<b>4,178</b>	<b>6,670</b>	<b>5,361</b>	<b>5,442</b>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	13,387	18,324	24,201	24,966	28,815	33,348
Total Ending Fund Balance	13,387	18,324	24,201	24,966	28,815	33,348
<b>TOTAL USE OF FUNDS</b>	<b>\$ 19,319</b>	<b>\$ 21,902</b>	<b>\$ 26,949</b>	<b>\$ 30,206</b>	<b>\$ 32,746</b>	<b>\$ 37,360</b>

# **Parks & Public Works Department**

## **HILLBROOK DRIVE ASSESSMENT DISTRICT FUND 236**

### **FUND PURPOSE**

This assessment district, encompassing the designated open space area within Tract No. 3026 at the corner of Blossom Hill Road and Hillbrook Drive, provides maintenance services for the trees, landscaping, irrigation system, and hardscape for the improved area in parcel #523-11-28 of the Hillbrook Benefit Zone. Annual assessments for the thirty-four parcels were increased from \$50 to \$175 each, effective FY 2010/11.

The district comprises 34 residences and a small park of approximately 0.26 acres. The landscape contract for this assessment district includes maintenance of the lawn, trees, shrubs, and irrigation system. The park is cleared of trash, mowed, and cleaned weekly.

### **BUDGET OVERVIEW**

During FY 2013/14, maintenance expenditures are anticipated to remain constant. The fund balance surplus is held for current or future repair/replacement costs related to the median island irrigation system or streetlights. A \$1,000 contingency repair fund has been added to augment the fund balance and specifically address emergency repair or restoration maintenance issues outside of normal contracted maintenance, and would only be spent in the case where such issues arose.

**∞ PARKS & PUBLIC WORKS DEPARTMENT ∞**  
**Hillbrook Drive Assessment District**

**STATEMENT OF SOURCE AND USE OF FUNDS**

	<b>2009/10 Actuals</b>	<b>2010/11 Actuals</b>	<b>2011/12 Actuals</b>	<b>2012/13 Adopted</b>	<b>2012/13 Estimated</b>	<b>2013/14 Adopted</b>
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	4,543	1,970	2,265	2,755	2,679	5,063
Total Beginning Fund Balance	4,543	1,970	2,265	2,755	2,679	5,063
Revenues						
<i>Property Tax Assessments</i>	1,700	5,950	5,950	5,950	5,950	5,950
<i>Interest</i>	60	21	39	20	36	36
<i>Other Revenues</i>	3	3	-	-	-	-
Total Revenues	1,763	5,974	5,989	5,970	5,986	5,986
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 6,306</b>	<b>\$ 7,944</b>	<b>\$ 8,254</b>	<b>\$ 8,725</b>	<b>\$ 8,665</b>	<b>\$ 11,049</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	4,086	5,429	3,244	6,340	3,352	3,544
Total Expenditures	4,086	5,429	3,244	6,340	3,352	3,544
Transfers Out						
<i>Transfer to General Fund</i>	250	250	250	250	250	250
Total Transfers Out	250	250	250	250	250	250
Total Expenditures & Transfers Out	4,336	5,679	3,494	6,590	3,602	3,794
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	1,970	2,265	4,760	2,135	5,063	7,255
Total Ending Fund Balance	1,970	2,265	4,760	2,135	5,063	7,255
<b>TOTAL USE OF FUNDS</b>	<b>\$ 6,056</b>	<b>\$ 7,694</b>	<b>\$ 8,004</b>	<b>\$ 8,475</b>	<b>\$ 8,415</b>	<b>\$ 10,799</b>